2019 Spring Semester Undergraduate Course Registration Guide

* The guidelines are prepared in Korean, Chinese and English. Korean is the standard when difference in translation arise.

- O The course registration must be done by student oneself, and the <u>result of the registration</u> must be checked from the "Course Registration Confirmation Menu" (E-onestop(학생지원시스템) → Courses(수 업) → Course Registration & Confirmation (수강신청 및 확인)). The student is responsible for checking and printing the result and keeping it, so that no inconveniences occur due to technical errors.
 (The candidates of graduation(졸업예정자) must pay attention to this)
- O Please refer to 2019 Spring Semester "This Year's Course List(개설강좌일람표)", "Course Guide(수강편 람)" & "Courses with Restrains(수강제한교과목현황)" for course registration. They are uploaded in "Undergraduate Course Guide(학부수강편람)" page (E-onestop(학생지원시스템) → Courses(수업) → Course Guide(수강편람) → Undergraduate Course Guide(학부수강편람)) on the file downloads above.
 ※ The lecture rooms and schedule may change, so please check "This Year's Course List" & "Course Guide" for reference only.
- O You can change sections(분반) for the registered course from the course registration page. However, if errors occur, please use updated versions of browsers.

※ Available from smart phones and updated browsers such as Chrome, Internet Explorer, Safari, Opera. (But, section change is not supported from mobile)

O "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.

1 Course Registration Essentials

Categories	Description
Wish List Registration	A wish list can be made, before the actual course registration. However, course registration still needs to be carried out for the ones in the wish list.
Course	Course registration is allowed within designated maximum number of students for each course, and quota differs by the groups according to their major. - Groups : Main major, double/ minor/ teaching-profession/ inter-disciplinary, general course*, students from other universities**
Registration	 * General course : Students attending major courses from other departments ** Students from other universities : Students permitted for exchange programs ※ Inquiries about registerable number and quota per group should be directed to its department offices.

2 Course Registration Schedule

Categories		Description					
	► Can be checked from E-o	nestop after Jan. 16.(Wed)					
Course Guide	▶ Menu : E-onestop(학생지	원시스템) - Courses(수업) - Course Guide(수강편람) -					
	Undergraduate C	ourse Guide(학부수강편람) or Undergraduate Course					
	Guide(Detailed)(학년	루수강편람(상세))					
Re-enrollment	▶ Jan. 28.(Mon) 09:00 ~ Feb	o. 11.(Mon) 18:00					
	Also available during tuition	fee payment period (Feb.19.~22.)					
	► Feb. 1.(Fri) 10:00 ~ Feb. 7	7.(Thu) 12:00 pm					
	▶ Menu : E-onestop(학생기	지원시스템) - Courses(수업) - Course Registration &					
Wish List Registration	Confirmation(수강신	청및확인) - Wish List Registration(정규학기희망괴목담기)					
Wish List Hogistiation	Subjected to : Undergrad	luates(including students to re-enroll) and students					
	from other university						
	*Except freshman and trans	fer student					
	Undergraduates (including						
	students to re-enroll,						
	students from other	1st: Feb. 8.(Fri) 08:00 ~ Feb. 11.(Mon) 18:00					
	universities and students	2nd: Feb. 15.(Fri) 10:00 ~ Feb. 18.(Mon) 17:00					
	Fychange students						
Course Registration	Freshman and transfer	1st: Feb. 13.(Wed) 10:00 ~ Feb. 14.(Thu) 18:00					
	student	2nd: Feb. 15.(Fri) 10:00 ~ Feb. 18.(Mon) 17:00					
	▶ Menu · F-oneston(호색)	지원시스텍) — Courses(수언) — Course Registration &					
	Confirmation(수강산	·정및확인) - Course Registration(정규학기수강신청) -					
	Course Registrati	on(정규학기수강신청)					
	* Course registration still ne	eds to be done even after Wish List registration					
	Course cancellation notice(on website) : Feb. 25.(Mon)					
	▶ 1 st course edition period :	Mar. 4.(Mon) 08:00 ~ Mar. 8.(Fri) 18:00					
1 st Course Cancellation	▶ Menu : E-onestop(학생기	지원시스템) - Courses(수업) - Course Registration &					
and	Confirmation(수강신	· · · · · · · · · · · · · · · · · · ·					
1 st Course Edition Period	Course Registrati	on(정규학기수강신청)					
	Subjected to : Undergraduation	ates and students from other university					
	* Course registration and e	dition is not available after 1 st course correction period					
	Course cancellation notice(posted on website) : Mar. 14.(Thu)					
2 nd Course Cancellation	► 2 nd course correction period	d : Mar. 15.(Fri) 10:00 ~ Mar. 18.(Mon) 18:00					
and	▶ Menu : E-onestop(학생기	지원시스템) - Courses(수업) - Course Registration &					
2 nd Course Edition Period	Confirmation(수강신	·····································					
	Course Registrati	on(정규학기수강신청)					
	Subjected to : Students reg	gistered for the cancelled courses(2nd)					
	► Apr. 1.(Mon) 09:00 ~ Apr.	5.(Fri) 18:00					
	▶ Menu : E-onestop(학생지원	년시스템) - Courses(수업) - Course Withdrawal(수강취소)					
Course Withdrawal(w)	- Fall Semester C	Online Request(정규학기웹신청) Link: [수강취소바로가기]					
	★ Can withdraw up to 2 co	urses, then transferring the leftover credits to the next					
	semester is not available						

3 Details

- 1) Wish List Registration
 - Total number of courses : Maximum 13 courses, possible even if schedules overlap.
 - O Courses can still be registered even if they are not in the wish list.
 - O Wish list registration result Check
 - Date and time : After 2019. Feb. 7.(Thu) 15:00
 - Menu : E-onestop(학생지원시스템) → Courses(수업) → Course Registration & Confirmation(수강신청및확인) → Wish list Registration Applicant Confirmation(희망과목담기신청인원 확인)

2) Course Registration

O Applied to all students

- Recommended to receive a guide for course registration (Curriculum, graduation, requirement, etc.) from affiliated <u>department office</u>, then register courses.
- For the Courses which departments select the students of subject (such as Student Affairs Office, HR Resource Development Center, PNU International), contact the department for any inquiries related to this issue.
- Courses in wish list still need to be registered during the course registration period, and shedule overlap is not allowed.
- Students must go through registration process even if they received permission to take the courses from dpt. offices because of the exceeding number of students.
- (MOOC) According to the university regulations, 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 inquiries regarding the unavailable timetable or message: "Exceeded the maximum number of students allowed" should be directed to that course's department office.
 - ※ Menu for checking course's department office : E-onestop(학생지원시스 템) → Courses(수업) → Course Guide(수강편람)
- If the tuition fee is not paid or course registration is not carried out until the deadline, then the student will become a subject of expulsion.

O Extra Credit System for Excellent Grade

- If a student acquired 18 credits last semester, and average is 3.8 or above, can register for extra 3 credits. (This policy will be applied to the returning semester to the re-enrolling students)
 - * However, total credits in a semester should not exceed 24 including the extra credits and transferring credits from last semester. (Except for the students in "bachelor-mater degree connected curriculum," "bachelor-mater-doctor degree connected curriculum")

O Credit Transfer 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 course registration for once only.

- Exclusions

- · Students who made class withdrawals in previous semester
- Students who postponed graduation
- · Students in their first semester as PNU student
- Students from other universities
- Notes
 - For every semester, <u>the total credit cannot exceed 24 credits</u> including extra credits and transferring leftover credits from last semester.

- Students in curriulums like "bachelor-mater degree connected curriculum," "bachelor-mater-doctor degree connected curriculum," etc. can exceed 24 credits for 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." in last semester:
 ** Please inquire of "affiliated department offices."

O 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 to students with 2005 curriculum or after)
- Maximum grade attainable by re-take is B+ or below.
 - ※ (E.g.) In case which a student received F for a course: "○○" in Fall semester of 2017, and received B+ for a course "○○" in Fall semester of 2018, grade F received in Fall semester of 2017 will be deleted and renewed with the grade B+ received in Fall semester of 2018.

O Re-enrolling Students

- Any student re-enrolling after returning from leave of absence can also register courses during <u>course registration period</u> and <u>editing period</u>.
- However, if a student does not finish re-enrollment by the time of distribution of temporary attendance-roll sheets and finalized roll sheets, then the student's course registration will be deleted.
 - Deletion of course registration after distribution of temporary attendance-roll sheets : After 2019. Feb. 25.(Mon) 18:00
 - Deletion of course registration after distribution of finalized attendance-roll sheets: After 2019. Mar. 18.(Mon) 18:00

- re-enrolled student who has completed military service can register classes until 1/3 of the semester (2019. 4. 7.) through the department office

O Students receiving Academic Probation for 2 Sequential times.

- 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 1 sequential times did not complete the course in Spring semester of 2019, then that student will have restriction of 10 maximum credits when registering courses from Fall semester of 2019.
- Course registration method
 - (Course Registration) course registration will be conducted by the department of academic 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 edition period
- From Spring semester of 2019, if students who received academic probation warning for 1 time only wish to register and attend this course, they can individually register online during course registration period.

O Students who postponed graduation

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

O Course Registration for Graduate School Courses

- Undergraduates: 3rd, 4th years and exchange students can register for courses of graduate school for 3 credits per semester (total 2 credits) with the permission from dean of that department.
 - Students in "bachelor-mater degree connected curriculum" can complete total of 6 credit worth of courses from his or her belonging department in 2 semesters
- Credits earned from the courses can be included in undergraduate

credits or master's credits (cannot be overlapped).

- O Students in "Bachelor-Mater degree connected curriculum" & "Bachelor-Mater-Doctor degree connected curriculum"
 - From 6th semester(2ndsemester of 3rd year) and onwards, total of 6 credits can be exceeded during course registration for each semester.
 - Students majoring in architecture will be applied from 9th semester(1st semester of 5th year)

O 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.

3) 1st Course Cancellation Notice & 1st Course Edition Period

O Be aware registeration or change of courses is unavailable after this period

4) 2nd(fianl) Course Cancellation Notice & 2nd Course Edition Period

- O Students who can participate in 2nd course correction are following:
 - Students who registered to courses that got cancelled on the 2^{nd} course cancellation notice
 - * Students who registered to courses which are cancelled on the 1^{st} course cancellation notice should change courses during the 1^{st} course correction period, and will be exculded on the 2^{nd} .
 - 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 correction period.

5) Class Withdrawal(w)

- O Number of courses that can be withdrawn : within 2 courses
- O Students should have at least 12 credit worth of courses registered after withdrawing classes, at least 1 credit worth of courses registered

for the students who have completed more than 6 semesters.

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

- O If courses are withdrawn, transferring leftover credits next semester will be not be possible.
- O Tuition fee refund for students who make differential payment
 - In the case of students who are held bak, or make differential payment, refunds can be made for the courses not attended by withdrawals (Inquiries related with enrollment fee : Department of finance 510–1051)

2019. 1. 25.

President of Pusan National University

Course Registration System Manual

*The guidelines are prepared in Korean, Chinese and English. Korean is the standard when difference in translation arise.

1. How to Log-in and Notes

1) Log-in

- At the Log-in page, check <u>Wish List Registration(희망과목담기)</u> and <u>Course Registration period (수강신청 기간)</u>
- 2 ID: student number, and password: e-onestop password
 - ※ If you forget the password, please refer to ※ password search「비밀번호 찾 기」 at the last page
- ③ Courses in wish list still need to be registered during the course registration period.
- ④ Courses can still be registered even if they are not put in the wish list.

	Undergraduate Course Registration	<mark>학부 수강신청 (</mark> 희망과목담기) on of (Make a Course Wishlist)
	(2) ID PASSWORD
1	* 회당과목담기 : 2018.05.16(수) 10:00 AM ~ 05.17(목) 12:00 PM (정오)	Period : 2018.05.16(Wed.) 10:00 AM ~ 05.17(Thu.) 12:00 PM (Noon)
	* 정보기술활동, 컴퓨팅사고, 기초컴퓨터프로그래밍(실용컴퓨터) 관련 문 의는 510-7846, 대학실용영어(글로불영어, 실용영어) 관련 문의는 510- 2998	* For questions on Information Technology, Computational Thinking, Basic Computer Programming(Practical Computer) and Practical College English(Global English, Practical English), call 510-7846 and 510-2998 respectively.
	* 교양선택 100% 사이버강의 목록(바로가기)	* Elective General Education Cyber-Courses: 100% online course taught in the Korean language (Click here)
	* 사용자 ID는 학번 9자리 입니다.	* Your user ID is the nine digits of your student ID Number .
0.84	" 비밀번호는 대소문자 구별합니다. Caps Lock을 확인바랍니다. " 신입생의 경우 죄초 비밀번호는 생년철일 6자리입니다.(보안을 위해 비 밀번호를 꼭 변경하시기 바랍니다.)	 The password is case-sensitive. Please check "Caps Lock" key. For new students(freshmen), the default password is six digits of your birthday(yymmdd). For security reasons, please change your password after your first log-in.
(2)*	> 비밀번호 조회 및 번경 * 수강신청 전 반드시 확생지원시스템·수업·수강신청 안내 내용 및 수강 편림의 내용을 숙지하여 수강신청하시고, 미숙지로 인해 발생한 물이익은 본인의 책임임·	
	* 과육개설관련문의는 과목개설학과로 해주시기 바랍니다.	* For questions or additional information on course offerings, please contact the respective departments.

2) Notes

- 1) Mismatch of personal information (Student number, name, department etc.) 🖙 contact department office
- ② Check "Curriculum of each year of entrance"

2. Course Wish List Registration

1) How to make a "Wish List Registration"

- ① Input <u>course code</u>(교과목코드) and section number(분반) or use <u>course</u> <u>search</u>(교과목검색)
- ② (Input Manully) Enter <u>course code</u> and <u>section number</u>(분반) and click ^{희망과목담기} button
- ③ (Course Search) If you click 교과목검색 button, you can find all courses that are opened for spring semester of 2019. When you click the code of the course that you wish to take, it will be automatically put into the wish list.
- ④ Notes

- Total number of courses available: Maximum 13 courses, possible even if the schedules overlap

- If you cannot register, please check <u>course restrictions</u> and other notice (Att. File #4)

- It is possible to put the courses into the wish list even if the course schedules overlap, but not for the course registration.

- Courses in wish list still needs to be registered during the course registration by yourself

		2	018학년 Adding	도 여 Course	름계길 s you	털수업 희 want to re	망과목딛 gister for	2		
 회담과목담기 agister courses 회당과목담기 회당과목담기 회당과목담기 Agistem, (수업~ 	· 신성인당 아이지 아이 이 전달과 아종(신성인당현황원 - 신성인당현황원	2년설의 왕류된 것이 (min registration perio)청사의 집안이 당관을 ! 학생지원시스템-우입 -회양과북합기신성인동	34108, 수장신성가간에 d. F 수 있음. (M. 11성장) (-수장신성및확인-회원 (확인)	L 형산학으로 수(보변종 혹은 한공 1과예담기신송인	고산성을 하다 [현정성과 명] 왕파인에서 3	101 원, ★ Course regi 금 용) ★ The group of 도와 가능, ★ You can	stration is not comple adding counter can check the number of	ted just by addin be different from t applicants for eac	o courses. To complete that of course registrallo th course on Student Su	it, you shoul In in some oponing
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고가옥 코드 : Course Code		분만 : Section] <u>再型改善型力 res</u>	sister 1,4	7) Delete	고과북장석 Search	Courses 234	(석(알세) Search	Courses(Details)	
토그인 툇수 :)	¢	희망고목수 Number of (o (a) Courses (V	압과해운 최다 5 ou can add up	과북만 당출 to 5 course	수 있습니다.] es only.]				
		and the second s	24.0	10	RE	4258	1000	유리비분	시간표요약함께	112

2) Deleting the courses in "Wish List"

- ① Click 색제 button next to the each course on the wish list
- 2 Deleted courses cannot be seen in the wish list.

3. Course Registration

1) Course Registration from the Wish List

- ① Click ^{신철} button next to the course from wish list(희망과목담기)
- ② If it is successfully completed, courses will be shown in course registration list(수강신청내역)
- ③ If you cannot register, check course restrictions (Att. doc #4)
- ④ Even if a course is in wish list, you may not be able to register due to the excessive number of students, schedule overlap or other reasons

2) Adding Courses Directly

① Enter accurate <u>course code</u>(교과목코드) and <u>section number</u>(분반) and click <u>수강신청(직접)</u> button when you want to register course without

putting in the wish list

- ② If you click 교과목검색 button, all courses for spring semester of 2019 will be shown. Click course code, then it will be put into the course registration list.
- ③ If it is successfully completed, courses will be shown in course registration list(수강신청내역)
- ④ If you cannot register, check course restrictions (Att. doc. #4)

학년 Student ID		성전 Name		약과(부) Department			C∉ Najor		÷.
학년 Grade		स्टव्हादा Academic Status		교육과왕학동년도 Admission Year		학장 Credita	최대신축 Maximum to	(가능학정 : 6 possible credit register	
부전공 Minor		비수전공 Double Hajor		연합전공 Combined Major			교원 Teacher Training Course	N pos	토금유역 tponement praduation
	COST IN A Real	dding Courses)							
희망과옥당기	내역(Details of A	duing courses)							
이망과옥당기 Croup U망과육당기를 하 on "register", I망과육당기의 집 in case student	내역(Details of A 고체구분 Course Type 지 않은 학생은 고고북으로 단과 수장신청의 집단은 달 s information of major +	고서변호 Course Code 와 분만을 입력하고 수강신형 약질 수 있습니다. (예, 학생동 department has changes)	과복영 Course Title (직접) 버튼을 물리하셔요 (직접) 버튼을 물리하셔요 (직접) 북운 전공인정리	문안 Section 요. ★ If you have not (고 편왕동) ★ The gr	Credit added course oup of adding	신정 Apply es yet, pleas courses car	A (7 E.Q.1) Class 5 ch e enter the course of be different from t	code and c hat of regi	41,2 Others lass section, ar stering courses
현망과옥당기 친단구분 (Group) 미만과유당기를 하 on "register", 미만과유당기의 집 in case student" 수강신청내역 고가유프도와 분만	내역(Details of A 가유구분 Course Type 지 않은 학생은 고고유으로 단과 수장신청의 집단은 달 's information of major (확인 및 직접입력(C 을 입학하고 (수강신청(작) Entor direct)	고식변호 Course Code 와 분만을 일착하고 수강선왕 약철 수 있습니다. (여, 학생동 department has changes) Confirm of register b)]비준을 누르시면 됩니다. 1	과제영 Course Title (직접) 버튼을 물리하셔요 고보전경 특은 전공인정력 red course list i # Please enter the cor	문한 Section a. ★ If you have not (과 편장 등) ★ The on & Adding court urse code and class to () 고 리 모두 전	added course oup of adding ses direction, and d	es yet, pleas courses car tly)	Alty Bon Class Sch e enter the course of be different from t ter*.	code and c	el 2 Others
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해양과옥당기 하는구프 Group 미만과목당기용 하 on "register", 태양과육당기의 집 in case student" 수강신청내역 고가용프도와 분만 시접 입력 나육 프	내역(Details of A 가유구분 Course Type 지 않은 학생은 고과유으로 단과 수장신청의 집단은 달 's information of major o 확인 및 직접입력(C 을 입력하고 (수장신청(과 Enter direct)	AUDING COURSES) 고식번호 Coorne Code 와볼 수 있습니다. (여, 학생경 department has changes) Confirm of register 입))버튼을 수 있시면 됩니다. 1 Y 수 같신철(직접) Reg	고려 또 Course Title (직접) 너튼을 물리하셔요 도보는 특은 전공인정적 red course list i & Please enter the co ister 지유기 Delete	방안 Section 요. ★ If you have not (고 전장 등) ★ The gr & Adding cour urse code and class s (2) 교과목검 2 교육관객 Searc	added course oup of adding ses direction, and d Sear ch Courses	신경 Apply es yet, pleas courses car tly) lick on Tregis Ch Cou	Algues of Class of the e enter the course of be different from to ter". IFSES WH) Search Course	to de and de and de that of regions es(Details)	ut oth

3) Changing Section of Registered Course

- - ※ Available from updated browsers such as Chrome, Internet Explorer, Safari, Opera. But it is not supported from mobile.

4) Deleting Registered Course

- ① Click 색제 button next to each course on the course list
- 2 Deleted course cannot be found in the registered course list when

sucessfully done

5) Check Class Schedule

- ① After the course registration is completed, click 세간표보기 button to check the individual schedule
 - * When you complete the course registeration, print out and keep the individual schedule

224 2 5. : Course Code] 분 만 : Section	001	- 5)	^{2산청(청3} ^{2표보기 (} 시간표	<u>() Register</u> lass Schedule 조회	지우기 De 로그아크 Che 과목이	Nete E Log-ou ck Cl 수감신	교과목정색 Search Courses t ass Schedule 침위있습니다.(has been r	교과목경석(상세) Search eqlistered)+	Courses(Details)	
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* Password Search : Bring ID card (Ailen Registeration Card) and visit the department of academic affairs (Main Admin Bldg., 1F) or call Tel: 051-510-1211 for more details