

2019 Spring Semester Course Registration Guide for Graduate Students

*Korean is the standard when differences in translation arise.

Following is the guideline for 2019 Spring Semester Graduate Course Registration (for General/ Professional/ Special Graduate Schools).

- The course registration must be done by student oneself, and [the result of the registration must be checked from “Course Registration Confirmation Menu”\(E-onestop\(학생지원시스템\) → Courses\(수업\) → Course Registration & Confirmation\(수강신청 및 확인\)\)](#). The student is [responsible of checking and printing the result and keeping it](#), so that no inconveniences occur due to technical errors. [\(The Student who is expected to complete one’s course\(수료 예정자\) must pay attention on this\)](#)

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

- Please refer to 2019 Spring Semester’s “Course List(개설강좌일람표)” & “Course Guide(수강편람)” for course registration, which are uploaded as attachment files on the web-site(E-onestop(학생지원시스템) → Courses(수업) → Graduate Course Guide(대학원수강편람)).

* The lecture rooms and schedule may change, so please check “This Year’s Course List” for reference only.

- According to 「PNU Regulation of Education Composition and Operation, Article 6」 [Courses completed in Master degree cannot be completed again in Ph.d degree. If completed, they will not be accepted.](#)

【Course Registration Schedule】

Division		Date & Time		Students	Method	Etc.
1. Re-enrollment Period		Jan. 28.(Mon) 09:00 ~ Feb. 11.(Mon) 18:00		Students to re-enroll	Web & Dpt. office	Also available during tuition payment period
2. Wish List Registration		Feb. 1.(Fri) 10:00 ~ Feb. 7.(Thu) 12:00pm		Graduates (including students to re-enroll, students from different department) *Freshmen excluded	Web	Course registration still needs to be done even after Wish List registration
3. Course Registration	Graduate	1st	Feb. 8.(Fri) 08:00 ~ Feb. 11.(Mon) 18:00	Graduates (including students to re-enroll and students from different department)	Web	
		2nd	Feb. 15.(Fri) 10:00 ~ Feb. 18.(Mon) 17:00			
	Freshmen	Feb. 13.(Wed) 10:00 ~ Feb. 14.(Thu) 18:00		Freshmen	Web	
4. 1 st Course Cancellation Notice and 1 st Course Edition Period		Notice	Feb. 25.(Mon)	Graduates (including students to re-enroll and students from different department)	Web	
		Edition	Mar. 4.(Mon) 08:00 ~ Mar. 8.(Fri) 24:00			
5. 2 nd Course Cancellation Notice and 2 nd Course Edition Period		Notice	Mar. 14.(Thu)	Applicant who register for 2 nd (final) canceled courses	Web	
		Correct-i on	Mar. 15.(Fri) 10:00 ~ Mar. 18.(Mon) 18:00			
6. Class Withdrawal (w)		Apr. 1.(Mon) 09:00 ~ Apr. 5.(Fri) 18:00		Graduates (including students from different department)	Web & Dpt. office	Available up to 2 courses

Details of Course Registration Schedule

1. Re-enrollment Period

A. Re-enrollment period for re-enrolling student : 2019. Jan. 28.(Mon) 09:00 ~ Feb. 11.(Mon) 18:00

B. Tuition fee payment period : 2019. Feb. 19.(Tue) ~ Feb. 22.(Fri)

※ Re-enrollment & leave of absence are available during the payment period

2. Wish List Registration

A. Total number of courses : Maximum 7 courses, possible even if schedule overlap

B. Courses can still be registered even if they are not in the wish list

C. Wish list registration result confirmation

○ 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)

3. Course Registration

A. Course Registration period for freshmen : 2019. Feb. 13.(Wed) 10:00 ~ Feb. 14.(Thu) 18:00

B. Course Registration period for enrolled students

○ 1st : 2019. Feb. 8.(Fri) 08:00 ~ Feb. 11.(Mon) 18:00

○ 2nd : 2019. Feb. 15.(Fri) 10:00 ~ Feb. 18.(Mon) 17:00

○ Subjected to : **enrolled students**(including candidates of re-enrollment) and **students from different department**

C. Method: Web (E-onestop(학생지원시스템) → Log-in(로그인) → Courses(수업) → Course Registration & Confirmation(수강신청및확인))

※ Students must go through registration process even if they received permission to take the courses because of excessive number of students.

D. Course Registration for Re-enrolling Student

- Re-enrolling students can register courses during course registration period and editing period

- If a student does not finish re-enrollment by the time below, then the student's course registration will be cancelled.

• Deletion of courses 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

4. 1st Course Cancellation Notice and 1st Course Edition Period

- A. 1st Course Cancellation Notice: 2019. Feb. 25.(Mon)
- B. 1st Course Edition Period: 2019. Mar. 4.(Mon) 08:00 ~ Mar. 8.(Fri) 24:00
- C. Subject to: Graduate students(including re-enrolling student and student from different department)
※ You cannot register or edit courses after this period
- D. Method : Web (E-onestop(학생지원시스템) → Log-in(로그인) → Courses(수업) → Course Registration & Confirmation(수강신청및확인))

5. 2nd Course Cancellation Notice and 2nd Course Edition Period

- A. 2nd Course Cancellation Notice: 2019. Mar. 14.(Thu)
- B. 2nd Course Correction Period: 2019. Mar. 15.(Fri) 10:00 ~ Mar. 18.(Mon) 18:00
- C. Students who can participate in 2nd course correction are following:
 - Students who registered to courses that got cancelled on the 2nd course cancellation notice (excluding student who edit courses during 1st course edition period)
 - 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 (excluding student who did not register courses after deleting courses)
- D. Method : Web (E-onestop(학생지원시스템) → Log-in(로그인) → Courses(수업) → Course Registration & Confirmation(수강신청 및 확인))

6. Class Withdrawal(w)

- A. Period : 2019. Apr. 1.(Mon) 09:00 ~ Apr. 5.(Fri) 18:00
- B. subject to : Graduate degree and students from different department
- C. Method : Web (E-onestop(학생지원시스템) → Courses(수업) → Class Withdrawal(수강취소(정규/계절)) → Web applying for regular semester(정규학기 웹신청))
- D. Number of courses that can be withdrawn: Within 2 courses
 - Students should have **at least 3 credit (9 credit for Law Professional Graduate School)** worth of courses registered after withdrawing classes
- E. Procedure : Fill out [Class Withdrawal form on E-onestop\(학생지원시스템\) → print out the form → get signatures from the professor who is in charge of the course → submit to the dpt. office \(students from different department need to submit it to the department of Academic Affairs \(Main Admin. Bldg. 1F\)\)](#)

7. Notes

- A. Recommended to [receive a course registration guide](#) (Curriculum, graduation, requirement, etc.) [from the department office](#), then register courses.
- B. If the tuition fee is not paid or course registration is not carried out until the deadline, then the student will become a subject for expulsion.
- C. **(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)
- ※ There are some classes starting at ##:30, so pay attention on the class time and attend the class on time
- D. Any inquiries regarding the unavailable timetable or message: “Exceeded maximum number of students allowed” should be directed to that course’s department office.
- ※ Contact number for Course’s department office can be found at the bottom of the PNU website “Contact Information(전화번호 안내)”
- E. For special and professional graduate students, contact with the department office shown below and register courses (Local Number: 051)
- 경영대학원 : ☎510 - 1652
 - 경제통상대학원 : ☎510 - 1654
 - 교육대학원 : ☎510 - 1382~3
 - 산업·환경대학원 : ☎510 - 1391~2
 - 행정대학원 : ☎510 - 1372~3
 - 기술창업대학원 : ☎510 - 1369
 - 국제전문대학원 : ☎510 - 1663
 - 법학전문대학원 : ☎510 - 1574~5
 - 일반대학원 의학과(아미동 캠퍼스) : ☎240 - 7704
 - 의학전문대학원 의학과(아미동 캠퍼스) : ☎240 - 7705
 - 의학전문대학원 의과학과(양산캠퍼스) : ☎510 - 8006~7
 - 치의학전문대학원 치의학과(양산캠퍼스) : ☎510 - 8206~7
 - 한의학전문대학원(양산캠퍼스) : ☎510 - 8403~5
 - 대학원행정실(일반대학원 일반선택) : ☎510 - 1901
 - R&D미래전략본부 연구지원실(일반대학원 연구윤리 및 연구관리) : ☎510 - 1377
 - 생명윤리위원회(생명윤리) : ☎510 - 3677

2019. 1. 25

Principal of Pusan National University