Spring Semester, 2025
Course Registration for Graduate Program

1. Course Registration Schedule

Course registration period : 2025.2.11.(Tue) 10:00 ~ 2.13.(Thu) 17:00
Course Registration for New Students : 2025.2.27.(Thu) 10:00 ~ 3. 4.(Tue) 17:00
Course Add/Drop Period : 2025.3. 7.(Fri) 09:00 ~ 3. 10.(Mon) 17:00

2. Required credits to complete coursework

course		course credits	basic	major	research credits	research ethics credit
Master	up to New Students of 2013	24	3	6	6	-
	from New Students of 2014	24	3	6	6	1
Doctor	up to New Students of 2103	36	3	12	8	-
	from New Students of 2014	36	3	12	8	1
Combined MA/MS & Ph.D.	New Students before 2009	60	6	18	12	-
	New Students from 2010 to 2012	54	6	18	12	-
	New Students of 2014	54	6	18	10	-
	from New Students of 2014	54	6	18	10	1

※ The course "Research Ethics" is an online course and should be taken only once during the degree program. (Registration method: Refer to the Graduate School website - Announcements)

3. Procedure for Earning Research Credits

Master		Doctor		Combined MA/MS & Ph.D.	
Semester	Course Title	Semester	Course Title	Semester	Course Title
1	-	1	박사연구학점(1)	1	-
2	석사연구학점(1)	2	박사연구학점(2)	2	석박사통합과정연구학점(1)
3	석사연구학점(2)	3	박사연구학점(3)	3	석박사통합과정연구학점(2)
4	석사연구학점(3)	4	박사연구학점(4)	4	석박사통합과정연구학점(3)
※ Students in integrated bachelor's and master's programs or credit transfer programs should start taking Research Credits (1) from the 1st semester.		-		5	석박사통합과정연구학점(4)
				6	석박사통합과정연구학점(5)
				-	-

4. Maximum Course Registration Credits per Semester

course		Course Credits + Supplementary Courses: Course Credits (including Exchange Credits)	Supplementary Courses (for eligible individuals only)	Total	Research Credits	Departmental Seminar (Course Title: ○○학과세미나)	Research Ethics
Master		9	9	15	2	1	1
Doctor	Terms 1 to 2	9	9	15	2	1	1
	Terms 3 to 4	12					
Combined MA/MS & Ph.D.	Terms 1 to 4	9	9	15	2	1	1
	Terms 5 to 6	12					

※ Each semester, you can register for up to 9 credits of regular courses and 9 credits of supplementary courses. However, the total combined credits for regular and supplementary courses cannot exceed 15 credits per semester.
※ Master's degree students can register for undergraduate courses within the regular course credit limit.

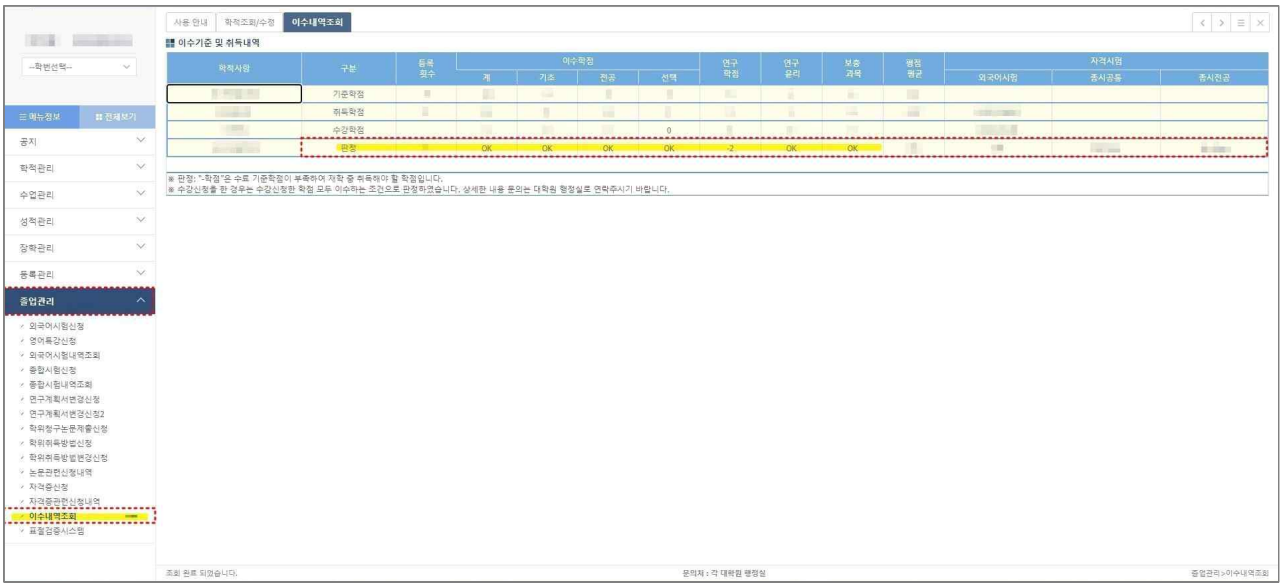
5. Course Registration Process

Verification of Earned and Required Credits	⇨	Viewing Class Schedule and Course Syllabus	⇨	click on the "대학원 수강신청" banner on our university's homepage.	⇨	Login (Enter your student ID and password)	⇨	After checking the course offerings, proceed with course registration.	⇨	Confirm Course Registration Details

가. Verification of Earned and Required Credits

1) Confirmation Path 1: ① Click on Student URP '**학적관리**' – ② Click on 학적조회/수정 – ③ Click on 성적사항 – ④ Confirm the acquired credits under '누적성적내역'

2) Confirmation Path 2: ① Click on Student URP '**졸업관리**' – ② Click on '이수내역조회' – ③ '이수내역' – ④ '판정'

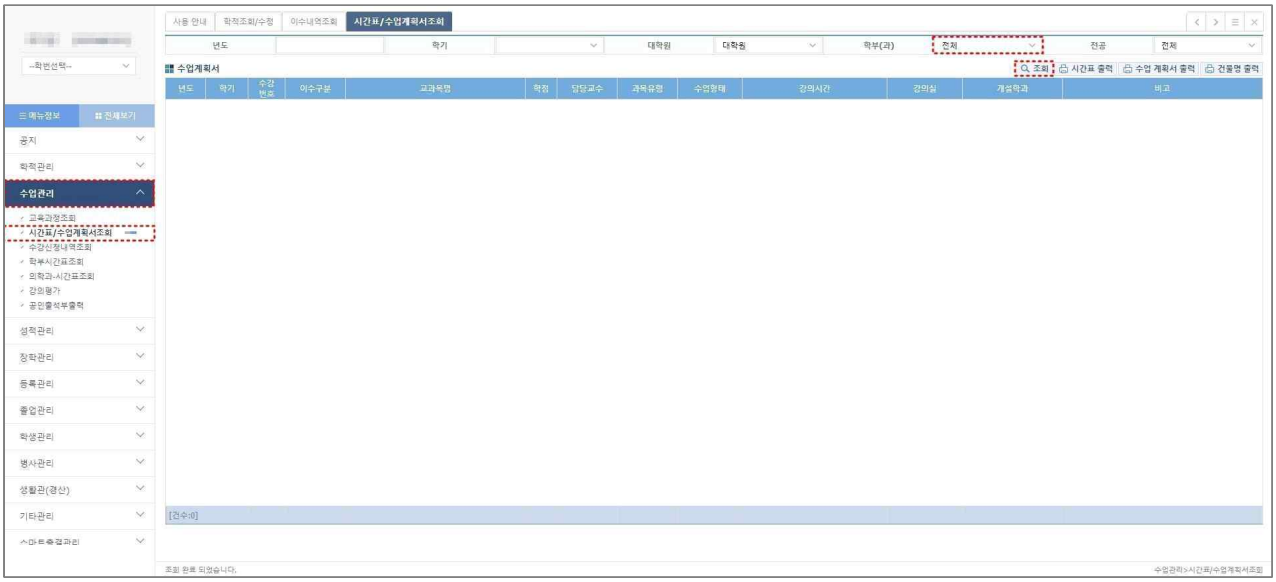


※ Reference

- 기준학점: Required credits for completion in the degree program
- 취득학점: Credits earned up until the previous semester
- 수강학점: Credits registered for in the current semester
- 판정학점: Required credits – (earned credits + registered credits)
  - · OK: Met the requirements for completion (assuming successful completion of registered courses)
  - · Not OK: Additional credits needed for completion, or insufficient registration attempts, or exam failure, etc.

나. Viewing Class Schedule and Course Syllabus

❍ Confirmation Path: ① Click on Student URP '수업관리' – ② Click on 시간표/수업계획서조회/학부시간표조회 – ③ Select the search criteria and click on the specific details below – ④ '조회'



다. Course Registration Login

❍ Input Path: ① Go to our university's homepage – ② Click on '대학원 수강신청' banner – ③ Enter your student ID, password, and select the language (Korean, English) – ④ Click 'Login'

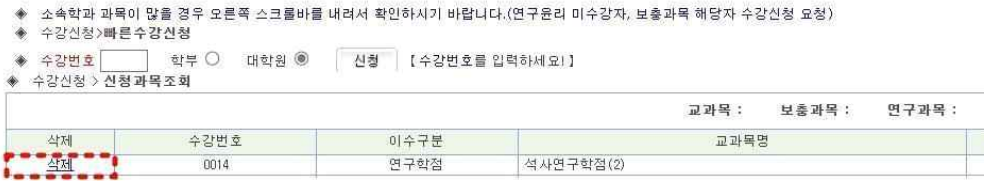
▼

1. 비밀번호를 잊어버린 경우에는 소속 대학원 행정실 에서 비밀번호를 초기화하기 바랍니다.
   (If you don't remember your password, Contact administration office of your graduate school)
2. 문의(Help Desk)
   - ○ 대학원 행정실 053-810-3766,3755,3767
     (GRADUATE SCHOOL)
   - ○ 법학전문대학원 행정실 053-810-2692
     (LAW SCHOOL)
   - ○ 교육 대학원 053-810-3758
     (GRADUATE SCHOOL OF EDUCATION)
   - ○ 경영행정 대학원
     -경영학과 053-810-4912
     -행정,사회복지,지역개발,군사,리더십코칭학과 053-810-4914
     (GRADUATE SCHOOL OF BUSINESS ADMINISTRATION & PUBLIC ADMINISTRATION)
   - ○ 환경보건 대학원 053-810-4932
     (GRADUATE SCHOOL OF ENVIRONMENT & PUBLIC HEALTH STUDIES)
   - ○ 공학 대학원 053-810-3695
     (GRADUATE SCHOOL OF INDUSTRY)
   - ○ 문화예술디자인 대학원 053-810-4913
     (GRADUATE SCHOOL OF ARTS & DESIGN)
   - ○ 스포츠과학 대학원 053-810-4931
     (GRADUATE SCHOOL OF SPORTS SCIENCE)

라. Course Registration

1) Input Path: ① Department Search – ② Enter Course Number – ③ Apply – ④ Confirm

2) Deletion



3) When registering for courses, it's essential to check the "이수구분" of the courses to ensure you acquire the necessary course credits for graduation (refer to page 1, 2. Refer to Required Credits for Graduation).(refer to page 1, **2. Required credits to complete coursework**).

※ 이수구분

Num	이수구분	Content
1	기초공통(Basic)	Basic Courses in My Department
2	전공(Major)	Core Courses in My Major (General, Departmental Seminars, Individual Research, etc.)
3	선택(Elective)	Courses Offered by Other Departments or Majors
4	보충(Supplementary)	Courses that must be completed with a certain number of credits when admitted from a different department or major system in undergraduate or master's programs
5	연구학점(Research Credits)	Master's Research Credits, Doctoral Research Credits, Integrated Master's and Doctoral Program Research Credits
6	연구윤리(Research Ethics)	Since 2014 admissions, this course is mandatory for new students, but for those enrolled before 2014, it is marked as 'Elective' if taken
7	논문대체(Non-Thesis)	Courses required to obtain a Master's degree through a thesis alternative

마. How to Check Course Registration Details

1) Confirmation Path 1: Student URP – '학적관리' – '학적조회/수정' – '수강신청'

2) Confirmation Path 2: Student URP – '수업관리' – '수강신청내역 조회'

5. Important Notices for Course Registration (Must Read)

가. Personal Registration: Students must register for courses themselves each semester under the guidance of their academic advisor and department chair.

나. No Repetition of the Same Course: Students cannot retake courses they have already completed.

1) Students who have completed a master's degree at our university and are admitted to the doctoral program at our university cannot retake courses from their master's program in the doctoral program.
2) Courses with the same name are considered the same course.
3) If the course name changes from A to B, A and B are considered the same course.

다. No Registration for '학점인정'Courses: Students cannot register for supplemental courses that are recognized for credit.

❍ Confirmation Path: Student URP-'성적관리'-'보충과목조회'

라. Cannot register for courses that are recognized as credits earned from previous institutions.

마. Supplementary Courses

1) Students required to complete supplementary courses must take the designated supplementary subjects. They should search for "학부" on the course registration website to enroll. If no seats are available, must contact the department to request the allocation of seats under "Other Departments."
2) If you wish to change the designated supplementary course, you must submit the '보충과목 이수신청 변경원' before course registration.

바. Note on Course Cancellation: Courses with fewer than two students will be canceled. After confirming which courses are subject to cancellation, students must change their course selections during the course adjustment period.(Non-Thesis and independent studies can be opened with just one student.)

사. Students Cannot Enroll in Classes Taught by Their Parents

아. Credit Exchange

1) Exchange Universities: Schools that have exchange agreements with our university.
2) Application Method
   가) Check the courses offered in the desired semester on the respective universities' websites.
   나) Complete the '학점교류교과목이수신청서'and obtain signatures from your advisor and department chair.
   다) Submit the application to the 대학원 학사팀
3) A maximum of 12 credits for the master's program, 18 credits for the doctoral program, and 24 credits for the integrated master's and doctoral program can be recognized, with no more than 9 credits per semester.

자. Undergraduate Courses Enrollment (For Master's Students Only)

1) Application Method
   가) Check the courses offered in the desired semester through the Student URP-'수업관리'-'학부시간표조회'
   나) Complete the '학부교과목이수신청서' and obtain signatures from your advisor and department chair.
   다) Submit the application to the 대학원 학사팀
2) This applies only to master's students, who can take up to 6 credits during the regular semester.

차. Request for Change in 이수구분

1) **When registering for courses in other departments or other majors within the same department**: If a student registers for courses offered by another department or a different major within the same department, the credits will initially be classified as "elective" credits. However, if the course is the same or similar to a major course or a foundational common course in the student's affiliated major, the elective credits may be reclassified as major credits or foundational common credits with the approval of the dean of the graduate school.
2) **When registering for courses from other graduate schools within the university**: Master's program students and students in an integrated Master's-Ph.D. program within their first four semesters may register for courses offered by other graduate schools within the university, up to a maximum of 12 credits. These credits will initially be classified as "elective" credits. However, if the course is the same or similar to a major course or a foundational common course in the student's affiliated major, the elective credits may be reclassified as major credits or foundational common credits.

※ If a student wishes to change the classification of elective credits, they must submit the "대학원 이수구분 변경 신청서" (available on the Graduate School website under "각종서식") to the 대학원 학사팀 during the course adjustment period.