**2020 Winter Semester Course Registration**

**▣ Registration period**

***Please register your courses during the following times.***

From 23 December 10:00 to 24 December **17:00**

**▣ Course Add/Drop**

***You may add or drop your courses online by logging onto your Portal System.***

***No documentary process is needed.***

**From 28 December 10:00 to 1 January 23:59**

**▣ Course Withdrawal**

Any student wishing to withdraw his or her course(s) needs to submit a ***Course Withdrawal Application Form*** to the Section of Student Services.

**From 4 January 10:00 to 8 January 18:00**

**▣ Course Information:** Please refer to the Course Registration web page.

 (<https://zeus.gist.ac.kr/sys/lecture/lecture_main.do>)

**▣ Notice**

- Courses offered during the winter semester are not counted towards your graduation requirements for February of 2021.

- Please submit the Course Registration Form (print from the Portal System) to your department office after finishing registration. \* Double-check your registered courses before submitting.

- International students are exempt from English courses for graduation. However, any student wishing to take English courses as an elective needs to submit an additional Course Registration Request with your advisor’s signature to the Language Education Center (College B 102, ☏ 3703).
\* Seats are not guaranteed and will be based on availability.

- ‘Trading or selling' including related attempts (posts, notice, etc.) for courses is punishable.

- Registration of courses using macros (programs, auto mouse, apps, etc) is punishable.

 → If you click 7 times consecutively on the same subject, a security popup window will open and you will have to enter the security code to continue.

**▣ Contact Information**

***For general inquiries***, call the Section of Student Services (☏ 2057).

***For technical issues***, call the Section of Information Technology (☏ 2073).

**Dean of Academic and Student Affairs**

<Form>

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| **Additional Course Registration Request****수 강 신 청 서 (추가등록)** |
| Department |  | Student No. |  |
| Name |  |
| <Course> |
| No. | Crs. Type | Crs. Code | Title | Credit | InstructorName  | InstructorSignature |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| <Reason for Request>  |
| Pursuant to Article 31 of the Student Regulation, the applicant requests registration to the above courses.Date . . .Applicant : Signature |