**2019 Spring Semester Course Registration**

**▣ Registration period**

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

*For continuing students*: From 18 February 14:00 to 22 February 23:59

*For incoming students*: From 25 February 18:00 to 26 February 23:59

**▣ Course Add/Drop**

***You may add or drop your courses online by logging on your Portal system.***

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

**From 4 March 10:00 to 15 March 23:59**

**▣ Course Withdrawal**

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

**From 18 March 10:00 to 12 April 18:00**

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

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

**▣ Contact information**

***For general inquiries***, call Section of Academic and Student Affairs (☏ 2057)

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

**▣ Notice**

- ‘The summer semester classes just before graduation in August’ are not applied to the graduation assessment. So you must complete the required credits by spring semester for the graduation in August of 2019.

- The number of credits registered for each semester for graduate students shall be between 9 and 12 (If less than 9 credits have been earned during this semester, scholarship will not be given for the next semester) \* But this rule is not effective for the last semester before graduation.

- Please double-check your registered courses before submitting a printed ***Course Registration Form*** printable from your Portal system.

- Registration of courses using macro(program, auto mouse, app, etc) is punishable.

 → If you click 7 times consecutively on the same subject, a popup window with security code opens and you must enter the security code.

- Trial registration is available **From 7 February 14:00 to 12 February 23:59**

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|  | **Trial Registration**  |  |
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| ***How Can Trial Registration Help?***With trial registration, you experience and check your course registration process. Additionally, you can optimize your PC settings necessary for your successful course registration. ***How to Join?*** Simply log on your PORTAL system as you would do for your normal registration. ***Please Note Well:***Trial registration is NOT the final confirmation of your registration. Your registration history made during trial registration will be completely deleted. **You MUST register officially during the regular course registration period.** ***Registration Website:*** [***https://zeus.gist.ac.kr/sys/lecture/lecture\_main.do***](https://zeus.gist.ac.kr/sys/lecture/lecture_main.do) |