**2019 Fall Semester Course Registration**

**▣ Registration period**

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

*For continuing students*: From 21 August 14:00 to 26 August 14:59

*For incoming students*: From 26 August 18:00 to 27 August 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 2 September 10:00 to 17 September 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 September 10:00 to 11 October 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 winter semester classes just before graduation in February of 2020’ are not applied to the graduation assessment. So you must complete the required credits by fall semester for the graduation in February of 2020.

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

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

-'Unjust trading and sales' including related attempts (posts, notice, etc.) for courses is punishable.

- 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 6 August 14**:00 to 9 August 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) |

<Form>

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| **Course Registration Request (Additional)****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 |