**2019 Winter Semester Course Registration**

**▣ Registration period**

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

From 19 December 10:00 to 20 December **17:00**

**▣ Course Add/Drop**

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

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

**From 23 December 10:00 to 27 December 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 30 December 10:00 to 3 January 18:00**

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

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

**▣ Notice**

- ‘The winter semester classes just before graduation in February of 2020’ are not applied to the graduation assessment.

- Please submit the Course Registration Form(printable from 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 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 will open and you will have to enter the security code.

**▣ Contact Information**

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

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

**Dean of Academic and Student Affairs**

<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 | | Instructor  Name | Instructor  Signature |
|  |  | |  |  | |  | |  |  |
|  |  | |  |  | |  | |  |  |
| <Reason for Request> | | | | | | | | | |
| Pursuant to Article 31 of the Student Regulation, the applicant requests registration to the above courses.  Date . . .  Applicant : Signature | | | | | | | | | |