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| **Course Registration Notice**  (2021 Winter Semester) | |
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**1. Course Registration Schedule**

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| **Category** | **Period** |
| **General Course Registration** | **Dec. 23 (Thur.) 10:00 – 24 (Fri.) 17:00** |
| Course Registration Change | Dec. 28 (Tue.) 10:00 - 31 (Fri.) 23:59 |
| Submission of ‘Course Cancellation Request’ | Jan. 3 (Mon.) 10:00 - 7 (Fri.) 18:00 |

**2. Course Registration Process**

◦ Course registration and change

- **After logging in to the course registration system**

**(**[**https://zeus.gist.ac.kr/sys/lecture/lecture\_main.do**](https://zeus.gist.ac.kr/sys/lecture/lecture_main.do)**), Register and change.**

※ When logging in to the portal and ZEUS at the same time, there will be some delay due to system overload, so please connect through the course registration website link above.

◦ Course cancellation: Submit the application for ‘Course Cancellation Request’ to Section of Student Records within the deadline (make sure you meet the deadline.)

※ Once submitted, courses withdrawn will appear as ‘W’ on your transcript.

**3. Course Retake**

◦ If you have received an F grade in the required courses, you must retake the course.

◦ A course with C0 or below can be taken again.

◦ In principle, retaking the only same course is possible. However, if the same course is discontinued or not opened, it is possible to designate an alternative course or retake a course specified by the teacher.

◦ Additional fee must be paid. (60,000 won per 1 credit)

**4. Credit limit for every Summer or Winter semester: Total 6 credits**

**5. Notes**

◦ After registering for classes, you must print out the ‘Course Registration Request’ form from the registration website, receive course guidance and signature from your academic advisor, and submit it to your department administration office. However, you must receive instruction at least 3 days before the course change period ends. (Because if you change a course after receiving instruction right before the deadline, there may be insufficient seats for the course.)

◦ Automatic Cancellation (Cancelled Course): right after the course registration change period, if the number of students is less than 3 (6 students for arts and physical education courses in the undergraduate course), the course is canceled. (students must check themselves.) \* not applicable for research subjects.

◦ Sanctions will be taken in case of **wrongful course trade or related attempts (posts, etc.)**

(Cancellation of course registration for all courses, IP blocking, disciplinary action if caught twice or more)

⇒ **If you find any related acts, please report them immediately to your department office or Section of Student Records.**

◦ Sanctions will be taken for course registration using **Macro (Program, similar function (Auto Mouse, application, etc.)**

(Cancellation of course registration for all courses, IP blocking, disciplinary action if caught twice or more)

⇒ **Prevention measures: If you click the same subject 7 times in a row, a pop-up window with a captcha code is opened, and you must enter the captcha code to register again.**

**6. Inquiry**

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| Category | Office in Charge | Contact Number |
| Courses/Syllabus  Pre-requisite/Class size | Department office  which open its course | Department office |
| English/Korean language courses | Language Education Center | ☎ 3703(Myoung Ha, Jeong) |
| Manual Addition / Cancellation of Course Registration  by administrator | Section of Student Records | ☎ 2052(Kyung Hwa, Kim)  - Undergraduate Courses  ☎ 2053(Yuri Kang)  - Graduate Courses |
| System error/connection | Section of Information Technology | ☎ 2074(Min Sung, Park), 2073(Myoung Jin, Kim) |

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| **<** **Class Method for the 2021 Winter Semester>**  **Face-to-face classes are possible only when it is possible to comply with the classroom quarantine management standards**  \* It may be subject to change in the future depending on changes in the Ministry of Education's academic operation plan and the spread of COVID-19. |
| ⋇ In case of ‘Online’ course  → If you register and participate in the course ‘after the start of 1st lecture’.  ⇒ For students, please make sure to inquire directly to the professor about online lecture access method/time to avoid missing a class. |

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| **Precautions for Course Registration** |

**1. Items to check**

◦ The credits for the summer or winter semester right before graduation are not included in the graduation assessment process. Students expected to graduate in February 2022 must complete the required credits by the 2021 fall semester.

◦ For ‘Undergraduate Thesis Research’, you must input a thesis advisor name following separate guideline.

◦ For ‘Research for graduate Dissertation’, please input the credits yourself.

◦ If you are taking courses from other departments(major), you can change the grade type(Letter → S/U) with the approval of the professor in charge. In this case, the ‘Course Registration Request’ form must be signed by the professor in charge. If there is no signature, the grade type may be changed without notice.

◦ Course information (class-related information such as professors, timetables, capacity, lecture rooms, etc.) may occasionally change depending on the department or professor's circumstances, so please check with the department in advance for any changes.

**2. If students who are exempt from English courses (ex-International students) wish to register for English courses.**

◦ During the course registration change period, fill out the ‘Course Registration Request (Additional) Form’ and submit it directly to the Language Education Center. You will be registered on the waiting list for the course you wish to attend, and additional registrations are made on a first-come, first-served basis if a seat becomes available (however, this does not guarantee for taking the classes.)

**3. Check the PC environment before registering for courses**

◦ The browser must either be Chrome, IE11 or higher.

◦ If you have a pop-up blocker turned on, turn it off and do not turn on Compatibility View.