**2018 Spring Semester Course Registration**

**▣ Registration period**

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

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

*For incoming students*: From 26 February 18:00 to 27 February 23:59

**▣ Priority registration for English courses for graduate students**

**From 21 February 14:00 to 15:59**

**● Students admitted until 2014: Students being enrolled since the semester below can join priority registration for English courses.**

English I: **3rd** semester for M.S., **7th** semester for Ph.D., **11th** semester for Integrated Program

 English II: **4th** semester for M.S., **8th** semester for Ph.D., **12th** semester for Integrated Program

**● Students admitted since 2015: Students who has submitted ‘Request for English Registration Extension’ to Language education center can join priority registration for English courses. (For more information, call at** ☏**3702)**

**▣ Course Add/Drop**

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

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

**From 2 March 10:00 to 16 March 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 19 March 09:00 to 13 April 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 summer session 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 2018.

- 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 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.

- Trial registration is available **From 6 February 14:00 to 9 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) |

**▣ Contact information**

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

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

**Dean of Academic and Student Affairs**