#### 1. Course Enrollment

A. Go to the Yonsei Portal Service website (http://portal.yonsei.ac.kr) and click Undergraduate Course Enrollment. Log in with your present student ID and the password which is same with the Yonsei Portal Service password. After logging in, the screen below will show up.



(The actual page may show some different features)

- B. Search for courses using the major search or using the keyword search feature.
- C. After clicking on the "Apply" button or 'Course Code-Sec.-Lab', input the amount of mileage.
  - X Display of Credits Applied
    The Sum of Total Credits Applied (Sum of all credits within the maximum credits constraint)

The followings are the cases when the application will not work.

- 1) The mileage point is not within the range between 1~36.
- 2) The mileage allocated to a course exceeds remaining mileage.
- 3) The sum of credits exceeds the limit of credits per semester (excluding special courses such as chapel).
- 4) The course hours overlap with a previously applied course.
- 5) The same course code has been already applied.
- 6) When the quota by each grade is '0' or when a student not in the major enrolls for a course that has a major student quota equal to the total quota.

#### **X** (Mileage System) Application Status

The current application status is not the final course enrollment.

This application data has to be confirmed according to mileage point and priority.

If the allocated mileage is same, the priority is given according to the following conditions

- 1) The mileage a student allocated for a course
- 2) Whether the Student is subject to special education
- 3) Conformity to major designated by the department offering the course
- 4) Number of Courses applied (For practicality, up to 6 courses will be considered and exceptional courses (chapel, volunteer activities, junior seminar, RA leadership, RC self-disciplinary activities, UT seminar, ROTC subject etc) are not counted)
- 5) Whether a student applied for graduation or 'completion of course' at the end of course enrollment period(through mileage system)
- 6) First time enrolling to the course (not repeating)
- 7) Total number of credits earned/required for graduation (Max: 1.00)
  - \* Total credits of general transfer = Transferred credits + Earned credits
  - \* Total Credits of Undergraduate transfer OR Exchange student = Standard credits per year +Earned Credits
  - \* Total Credits of Outbound Exchange Students = Transferred credits + Earned credits
- 8) Credits earned in the previous semester/maximum credits per semester (Max: 1.00)
  - \* Since it is disadvantageous for students who do not have earned credits in the previous semester due to exchange programs or other circumstances, it is strongly recommended that students submit a "Credit Approval Form" upon return from the exchange universities. If the credit approval process cannot be carried out immediately after return, the maximum credits according to the exchange period will be counted toward transferred credits for the first regular semester after return.
- 9) If it is a tie until the previous item, random numbers are given to decide the priority in the course capacity

#### **X Information about Wish List**

If you click on "Wish List" button and put mileage, the course you chose will show up on your wish list. The wish list lasts until the end of Add & Drop Period.

If you use the wish list feature to save courses, you do not need to search them again. So it is recommended to use Wish List for your convenience during the Wait List System period(including the Additional Enrollment Period and Add & Drop Period) when a quick decision is needed.

### \* Information about repeating course

The repeating course can be registered during all the course enrollment period including the Add & Drop period. When applying for a course that was already enrolled in the past, the system will automatically register it as a "Course Repeat"

- 1. For students who are not related to the number of course repeat, "Repeat" or "Use Number of Repeat Allowed" or "Do Not Use Number of Repeat Allowed" will show in the application status.
- 2. For students who have limitations for 'Course Repeat' (students admitted in 2005~2007, 2013) a pop up will come out as the following.

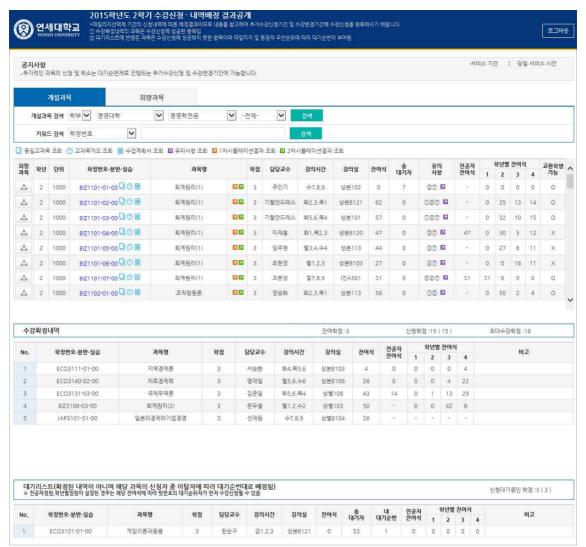


The number of repeats applied on the above image will be reflected in the Notes and is displayed as "Use Number of Repeat Allowed" or "Do Not Use Number of Repeat Allowed" By clicking a tab for change in the application section, you may change the conditions.

- 3. During the Wait List System period, the pop up won't come out. "Use Number of Repeat Allowed" is initialized. When "Do Not Use Number of Repeat Allowed" is needed, may change in the application section.
- D. To cancel an application or delete a course, click the "Cancel" button in the application status.
- E. In case your mileage points are not sufficient for applying for a new course, you can change the mileage point in courses that you have previously applied by clicking the "Change" button.
- F. Log out after checking if there is any mileage left and reviewing courses that you have applied to all desired courses.

#### 2. Notification: Course Enrollment Results

- A. A list of successful (enrolled) and unsuccessful (Waiting List) students will be shown according to a rank calculated based on a student's mileage and priority.
- B. In case when a student is unsuccessful, the waiting number will be shown so the student can decide if he/she wants to stay on the Waiting List or apply for other courses
- C. During this period, you can't register a course but can only add courses to a wish list.
- D. Example



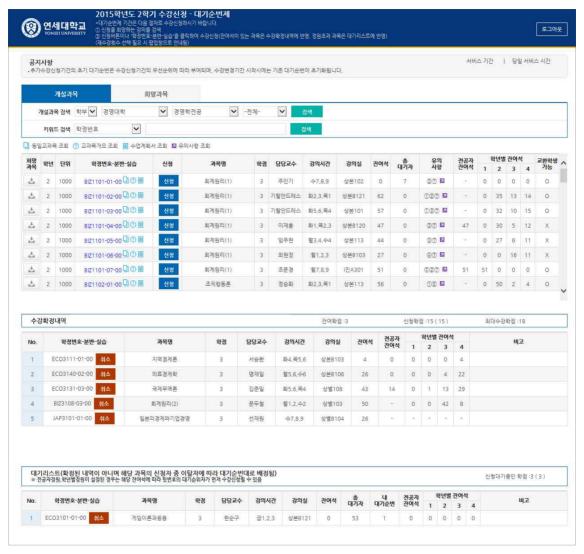
(The actual page may show some different features)

## 3. Additional Course Enrollment Period

- A. Mileage is no longer used during this period and students will be queued according to the waiting number depending on the placement results. (Waiting number will be determined based on the mileage that were allocated to the course)
- B. For courses with vacancy, students may enroll in the course freely within the total student capacity.
- C. If a student is applying for courses that do not have a vacancy, waiting numbers will be given on a first come first serve basis.
- D. If there are students in the waiting list already, then the new waiting numbers will be given out after the last number in the list.
- E. If an enrolled student decides to drop the course, the student on the Waiting List will be enrolled into the course based on the order of the waiting number. (Waiting list will be renewed regularly)
- F. During this period you can freely change the items in the enrolled (success) /wait list (fail) page. However the sum of enrolled and wait listed cannot exceed the total credits allowed per semester, therefore in order to register for other courses

have to cancel some of the enrolled or wait-listed courses to secure mileage.

- G. It is not allowed for a student to apply into a course which he is already wait-listed because of the same course code. Note that, if he were to cancel and re-apply, he will be put after the last person in the waiting list.
- H. Example



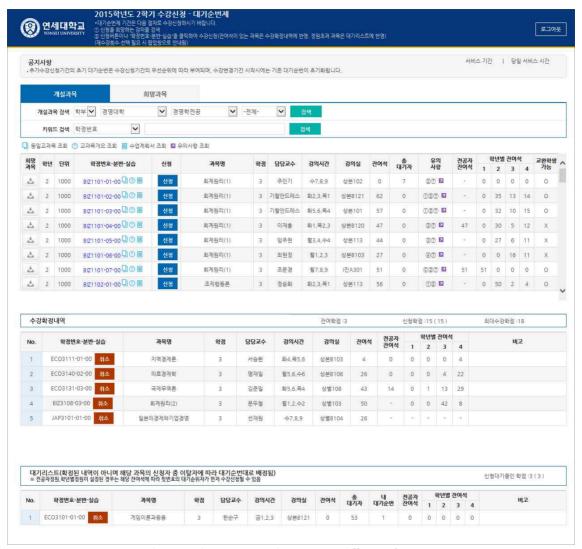
(The actual page may show some different features)

### 4. Add and Drop Period

- A. During the Add & Drop Period, all the existing Waiting List will be initialized and new waiting lists will be created with new waiting numbers. (This gives a new opportunity for students who had low priority)
- B. Procedures of the Waiting List system is the same as that of additional enrollment period.
- C. Students who are either, not on the registration list for the course, or are still on the Waiting List for a specific course, were unsuccessful. Therefore, they should check enrollment status and register for a new course before Add & Drop Period is over.
- D. Since the students on the waiting list will be enrolled anytime when a vacancy

due to changes in student capacity or withdrawal, students must withdraw themselves from the list if they do not wish to be enrolled. (No changes will be allowed once the Add & Drop Period is over)

## E. Example



(The actual page may show some different features)

#### 5. TIPS

A. Allocating mileage during the course enrollment period

Mileage per semester for a student is 4 times the course load per academic term (available credits per semester). As a result, the average mileage used for a course would normally be the (course credits) x 4. For some courses that have high competition, or courses that are mandatory for a given department or college, students are encouraged to spare high mileage to those courses. However, for courses that have no competition, or those that are allowed to exceed the available number of credits (Holistic Education I, RA Leadership, RC related courses) students are recommended not to allocate mileage unnecessarily.

B. Obtaining the good waiting numbers during the additional enrollment period and add & drop period.

The Waiting List system uses the first come first serve method. However the previous first-come-first-serve system created a problem where students had to constantly apply because when an enrolled student cancels the course, the student who applied at the specific moment was enrolled. The new Waiting List system, however, assigns each applicant a number so there is no need for unnecessary competition between students who already applied for a course and those who are still hoping to apply. Ultimately the Waiting List system still maintain time as a primary factor but assigns a number to each applicant so that there are no duplicate applications by the same student, thus, reducing the delay in the server. If you feel that your waiting number is unlikely to get a spot, it is recommended to apply to another course or another course with a smaller Waiting List instead of staying in Waiting List with a larger number.

## 6. Course Inquiries

- A. Inquiries for Enrollment Regulations or Submission of Opinions: Academic Support Team, Office of Academic Affairs, 02-2123-2090, <a href="mailto:yshaksa@yonsei.ac.kr">yshaksa@yonsei.ac.kr</a>
- B. Inquiries for Program and System: Office of Academic Affairs Information 02-2123-6395
- C. Inquiries about Courses and Other Details:

1) Office of University College

Classification	Contact	
YIC Elective Courses	032-749-3129	
Elective English	032-749-3129	
Sinchon Campus Elective Courses	02-2123-3038	

### 2) Inquiries for Chapel

Classification	Contact
Sinchon Campus - Mission Team, Chaplain's Office	02-2123-2038
YIC -Mission Team, Chaplain's Office	032-749-2800
Mirae Campus Chaplain's Office	033-760-2171

3) Sinchon Campus - College Office (02-2123-XXXX)

College	Department	Contact	College	Department	Contact
Liberal Arts	Korean Language & Literature	2265		Systems Biology	2650
	Chinese Language & Literature	2285	Life Science & Biotechnology	Biochemistry	2695
	English Language & Literature	2300		Biotechnology	2880
	German Language & Literature	2330	Theology	Theology	2905
	French Language & Literature	2345		Political Science & International Relations	2940
	Russian Language & Literature	2360	Social Sciences	Public Administration	2955
	History	2370		Mass Communication	2970
	Philosophy	2390			
	Library&Information science	2405		Social Welfare	2920
	Psychology	2435		Sociology	2420
College	Department	Contact	College	Department	Contact
Economics	Economics	2465		Church Music	3025
LCOHOTHICS	Applied Statistics	2535		Voice	3040
Business	Business Administration	5453	Music	Piano	3055
	Mathematics	2580		Instrumental Music	3071
	Physics	2605		Composition	3075
	Chemistry	2630		Clothing & Textiles	3100
Science	Earth System Sciences	2665	Human Ecology	Foods & Nutrition	3115
	Astronomy	2680		Housing & Interior Design	3130
	Atmospheric Sciences	5680		Child & Family Studies	3145
	Chemical&Biomolecular Engineering	7779		Human Environment & Design	3097
	Electrical & Electronic Engineering	5876	Sciences in Education	Education	3170
	Architectural Engineering	2780		Physical Education	3185
	Urban Planning & Engineering	2890		Sport & Leisure Studies	3191
Engineering	Civil & Environmental Engineering	4929	Underwood International College		3925
Engineering	Mechanical Engineering	4426	Global Leadership College		3213
	Materials Science and Engineering	2830			
	Industrial Engineering	4010			
	Computer Science	2710			
	Integrated Technology	032-749- 5817			

## 4) YIC - College Office



College	Contact
College of Pharmacy	032-749-4103
Global Leadership Division	032-749-3502/3503
Underwood International College	032-749-3925

## 5) Mirae Campus - Inquiries for Regulations and Elective Courses

Classification	Contact
Academic Affairs Team, Mirae Office of Academic Affairs	033-760-2165
College of RC Convergence (Elective courses)	033-760-5176

# 6) Mirae Campus - College Office (033-760-XXXX)

	College		College		Contact
Humanities & Arts Administrations Office		2985	Science & Technology Administrations Office		2204
	Korean Language & Literature	2176		Mathematics	2220
				Physics	2210
	English Language & Literature	2177		Chemistry & Medical Chemistry	2208
Humanities	History	2178	Science &	Biological Science & Technology	2290
& Arts			Technology	Information & Statistics	2220
	Philosophy	2179		Packaging	2208
	Design & Art	2745		Computer & Telecommunication Engineering	2210
	Government & Business Administrations Office		Health Sciences Administrations Office		2403
	Economics Public Administration	2187 2190	Health Sciences	Environmental Engineering	2419
				Biomedical Engineering	2405
				Health Administration	2418
Government & Business	International Relations	2192		Biomedical Laboratory Science	2419
				Physical Therapy	2418
	Business Administration	2188		Occupational Therapy	2418
				Radiological Science	2405
East Asia International College		2347	Mirae College of Medicine		033-741- 0225