

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 screenshot shows the '2015학년도 2학기 수강신청 - 마일리지 선택제' (2015 Academic Year 2nd Semester Course Enrollment - Mileage Selection System) interface. It includes a search bar for course codes and keywords, and a table of available courses.

최대 과목	학년	단위	학점번호-분반-실습	신청	과목명	학점	담당교수	강의시간	강의실	정원	최대 인원	유역 사항	전공자 정원	학년별 정원	교원학생 가능	Max Mileage	
회계학과	2	1000	BIZ1101-01-00	신청	회계원리(1)	3	주인기	수7,8,9	상본102	50	40	②⑦	-	0	30	10	0
회계학과	2	1000	BIZ1101-02-00	신청	회계원리(1)	3	기말고사	화2,3,목1	상본8121	74	15	①②⑦	-	0	44	15	0
회계학과	2	1000	BIZ1101-03-00	신청	회계원리(1)	3	기말고사	화5,6,목4	상본101	74	15	①②⑦	-	0	44	15	0
회계학과	2	1000	BIZ1101-04-00	신청	회계원리(1)	3	이계출	화1,목2,3	상본8120	74	63	③⑦	74	0	44	15	15
회계학과	2	1000	BIZ1101-05-00	신청	회계원리(1)	3	임주현	월3,4,수4	상본113	71	29	③⑦	-	0	43	14	14
회계학과	2	1000	BIZ1101-06-00	신청	회계원리(1)	3	최원정	월1,2,3	상본8103	64	20	③⑦	-	0	12	26	26
회계학과	2	1000	BIZ1101-07-00	신청	회계원리(1)	3	조문경	월7,8,9	진A301	80	34	③⑦	80	80	0	0	0
회계학과	2	1000	BIZ1102-01-00	신청	조직행동론	3	정승화	화2,3,목1	상본113	71	19	①②	-	0	57	7	7

신청내역: 권여대일리지 :52, 사용대일리지 :10, 총 대일리지 :72
(확정된 내역이 아니며 기간 종료 후 신청한 마일리지에 따른 실제 배정 결과가 공개됨) 최대수강학점 :18, 신청확률 :3 (3)

학점번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	정원	전공자 정원	학년별 정원	Max Mileage	사용대일리지	비고
ECO3101-01-00	회계이론과응용	3	한순구	금1,2,3	상본8121	100	50	0	5	37	58

(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.

※ 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.

※ (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

※ 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

연세대학교
YONSEI UNIVERSITY

2015학년도 2학기 수강신청 - 내역배정 결과공개
*미발표자전에게 기간의 신청내역에 따른 배정결과이므로 다중을 참고하여 추가수강신청기간 및 수강변경기간에 수강신청을 완료하시기 바랍니다.
① 수강신청내역의 과목은 수강신청에 성공한 과목임
② 대기리스트에 반영된 과목은 수강신청에 성공하지 못한 항목이며, 마일리지 및 동점자 우선순위에 따라 대기순번이 부여됨

로그아웃

공지사항

서비스 기간 | 당일 서비스 시간

공지사항

· 추가적인 과목의 신청 및 취소는 대기순번제로 진행되는 추가수강신청 및 수강변경기간에 가능합니다.

개설과목

희망과목

개설과목 검색

학부

경영대학

경영학전공

-전체-

검색

키워드 검색

학정번호

검색

동일과목조회

교과목개요조회

수업계획서조회

유의사항조회

1차시물레이선결과조회

2차시물레이선결과조회

희망과목	학년	단위	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	유의 사항	전공자 전여석	학년별 전여석	교원학생 가능			
													1	2	3	4	
	2	1000	BIZ1101-01-00	회계원리(1)	3	주인기	수7,8,9	상본102	0	7	②⑦	-	0	0	0	0	0
	2	1000	BIZ1101-02-00	회계원리(1)	3	기말만드레스	화2,3,목1	상본8121	62	0	①②⑦	-	0	35	13	14	0
	2	1000	BIZ1101-03-00	회계원리(1)	3	기말만드레스	화5,6,목4	상본101	57	0	①②⑦	-	0	32	10	15	0
	2	1000	BIZ1101-04-00	회계원리(1)	3	이재훈	화1,목2,3	상본8120	47	0	③⑦	47	0	30	5	12	X
	2	1000	BIZ1101-05-00	회계원리(1)	3	임주현	월3,4,수4	상본113	44	0	③⑦	-	0	27	6	11	X
	2	1000	BIZ1101-06-00	회계원리(1)	3	최현경	월1,2,3	상본8103	27	0	②⑦	-	0	0	16	11	X
	2	1000	BIZ1101-07-00	회계원리(1)	3	조문경	월7,8,3	1진A301	51	0	⑤⑥⑦	51	51	0	0	0	0
	2	1000	BIZ1102-01-00	조직행동론	3	경승화	화2,3,목1	상본113	56	0	⑦⑧	-	0	50	2	4	0

수강확정내역

간여학생:3

신청학생:15 (15)

최대수강학생:18

No.	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	전공자 전여석	학년별 전여석	비고			
									1	2	3	4	
1	ECO3111-01-00	지역경제론	3	서승환	화4,목5,6	상본8103	4	0	0	0	0	4	
2	ECO3140-02-00	의료경제학	3	명재일	월5,6,수6	상본8106	26	0	0	0	4	22	
3	ECO3131-03-00	국제무역론	3	김준일	화5,6,목4	상본108	43	14	0	1	13	29	
4	BIZ108-03-00	회계원리(2)	3	문두철	월1,2,수2	상본103	50	-	0	0	42	8	
5	JAP3101-01-00	일본의경제와기업경영	3	선재원	수7,8,9	상본8104	26	-	-	-	-	-	

대기리스트(확정된 내역이 아니며 해당 과목의 신청자 중 이달자에 따라 대기순번대로 배정됨)

신청대기중인 학생:3 (3)

No.	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	내 대기순번	전공자 전여석	학년별 전여석	비고			
											1	2	3	4	
1	ECO3101-01-00	계량이론과응용	3	한순구	금1,2,3	상본8121	0	53	1	0	0	0	0	0	

(The actual page may show some different features)

3. Additional Course Enrollment Period

- 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)
- For courses with vacancy, students may enroll in the course freely within the total student capacity.
- 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.
- 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.
- 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)
- 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

연세대학교
YONSEI UNIVERSITY

2015학년도 2학기 수강신청 - 대기순번제
* 대기순번제 기간은 다음 절차로 수강신청하시기 바랍니다.
① 신청을 희망하는 강의를 검색
② 신청번호(또는 학정번호-분반-실습)를 클릭하여 수강신청(강의석이 있는 과목은 수강확정내역에 반영, 정원초과 과목은 대기리스트에 반영)
(재수강원수 선택 필요 시 팝업창으로 안내됨)

로그아웃

공지사항
 . 추가수강신청기간의 초기 대기순번은 수강신청기간의 우선순위에 따라 부여되며, 수강변경기간 시작시에는 기존 대기순번이 초기화됩니다.

개설과목

희망과목

개설과목 검색 학부: 경영대학 > 경영학전공 > -전체- > 검색

키워드 검색 학정번호: > 검색

동일과목조회 | 교과목개요조회 | 수업계획서조회 | 유의사항조회

희망과목	학년	단위	학정번호-분반-실습	신청	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	유의 사항	전공자 전여석	학년별 전여석	교원확정 가능		
													1	2	3	4	
	2	1000	BIZ1101-01-00	신청	회계원리(1)	3	주인기	수7,8,9	상본102	0	7	②⑦	-	0	0	0	0
	2	1000	BIZ1101-02-00	신청	회계원리(1)	3	기말안드레스	화2,3,목1	상본8121	62	0	②⑦	-	0	35	13	14
	2	1000	BIZ1101-03-00	신청	회계원리(1)	3	기말안드레스	화5,6,목4	상본101	57	0	②⑦	-	0	32	10	15
	2	1000	BIZ1101-04-00	신청	회계원리(1)	3	이재훈	화1,목2,3	상본8120	47	0	②⑦	47	0	30	5	12
	2	1000	BIZ1101-05-00	신청	회계원리(1)	3	임주현	월3,4,수4	상본113	44	0	②⑦	-	0	27	6	11
	2	1000	BIZ1101-06-00	신청	회계원리(1)	3	최원정	월1,2,3	상본8103	27	0	②⑦	-	0	0	16	11
	2	1000	BIZ1101-07-00	신청	회계원리(1)	3	조문경	월7,8,9	진A301	51	0	②⑦	51	51	0	0	0
	2	1000	BIZ1102-01-00	신청	조직행동론	3	장승화	화2,3,목1	상본113	56	0	②⑦	-	0	50	2	4

수강확정내역

관여학점: 3

신청학점: 15 (15)

최대수강학점: 18

No.	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	전공자 전여석	학년별 전여석	비고			
									1	2	3	4	
1	ECO3111-01-00	위소	지역경제론	3	서승환	화4,목5,6	상본8103	4	0	0	0	0	4
2	ECO3140-02-00	위소	의료경제학	3	맹재일	월5,6,수6	상본8106	26	0	0	0	4	22
3	ECO3131-03-00	위소	국제무역론	3	김준일	화5,6,목4	상본108	43	14	0	1	13	29
4	BIZ3108-03-00	위소	회계원리(2)	3	문두철	월1,2,수2	상본103	50	-	0	0	42	8
5	JAP3101-01-00	위소	일본의경제와기업경영	3	선재원	수7,8,9	상본8104	26	-	-	-	-	-

대기리스트(확정된 내역이 아니며 해당 과목의 신청자 중 이달자에 따라 대기순번대로 배정됨)
* 전공자 정원, 학년별정원이 설정된 경우는 해당 전여석에 따라 첫번호의 대기순번자가 먼저 수강신청할 수 있음

신청대기중인 학점: 3 (3)

No.	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	내 대기순번	전공자 전여석	학년별 전여석	비고			
											1	2	3	4	
1	ECO3101-01-00	위소	게임이론과응용	3	한순구	금1,2,3	상본8121	0	53	1	0	0	0	0	0

(The actual page may show some different features)

4. Add and Drop Period

- 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)
- Procedures of the Waiting List system is the same as that of additional enrollment period.
- 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.
- 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

2015학년도 2학기 수강신청 - 대기순번제

· 대기순번제 기간은 다음 절차로 수강신청하시기 바랍니다.
 ① 신청을 희망하는 강의별 검색
 ② 신청비율이나 학점변동·분배·실습을 고려하여 수강신청(관여석)이 있는 과목은 수강확정내역에 반영, 정원초과 과목은 대기리스트에 반영)
 (개수강좌수, 선택 필요 시 발급장으로 안내함)

로그아웃

공지사항
· 추가수강신청기간의 초기 대기순번은 수강신청기간의 우선순위에 따라 부여되며, 수강변경기간 시작시에는 기존 대기순번이 초기화됩니다.

서비스 기간 | 당일 서비스 시간

개설과목 | 회랑과목

개설과목 검색 학부: 경영대학 | 경영학전공: 경영학전공 | -전체- | 검색

키워드 검색 학장번호: | 검색

동일과목 조회 | 교과목개요 조회 | 수업계획서 조회 | 유의사항 조회

과목명	학점	담당교수	강의시간	강의실	관여석	총 대기자	유역 사항	전공자 관여석	학년별 관여석	교원학생 가능		
									1	2	3	4
회계원리(1)	3	주인기	수7,8,9	상본102	0	7	②②	-	0	0	0	0
회계원리(1)	3	기말안드레스	화2,3,목1	상본8121	62	0	①②②	-	0	35	13	14
회계원리(1)	3	기말안드레스	화5,6,목4	상본101	57	0	①②②	-	0	32	10	15
회계원리(1)	3	이재훈	화1,목2,3	상본8120	47	0	②②	47	0	30	5	12
회계원리(1)	3	임주원	월3,4,수4	상본113	44	0	②②	-	0	27	6	11
회계원리(1)	3	최한정	월1,2,3	상본8103	27	0	②②	-	0	0	16	11
회계원리(1)	3	조문경	월7,8,9	진A301	51	0	②②②	51	51	0	0	0
조직행동론	3	정승화	화2,3,목1	상본113	56	0	①②	-	0	50	2	4

수강확정내역

관여확정: 3 | 신청확정: 15 (15) | 최대수강확정: 18

No.	학점번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	관여석	전공자 관여석	학년별 관여석	비고		
									1	2	3	4
1	ECO3111-01-00	위소	지역경제론	3	서승환	화4,목5,6	상본8103	4	0	0	0	4
2	ECO3140-02-00	위소	의료경제학	3	명재일	월5,6,수6	상본8106	26	0	0	0	4
3	ECO3131-03-00	위소	국제무역론	3	김준일	화5,6,목4	상본108	43	14	0	1	13
4	BIZ3108-03-00	위소	회계원리(2)	3	문두철	월1,2,수2	상본103	50	-	0	0	42
5	JAP3101-01-00	위소	일본의경제와기업경영	3	선재원	수7,8,9	상본8104	26	-	-	-	-

대기리스트(확정된 내역이 아니며 해당 과목의 신청자 중 이탈자에 따라 대기순번대로 배정됨)
 ※ 전공자정원, 학년별정원이 설정된 경우는 해당 관여석에 따라 대기순번의 대기순위가 먼저 수강신청될 수 있음

신청대기중인 학점: 3 (3)

No.	학점번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	관여석	총 대기자	내 대기순번	전공자 관여석	학년별 관여석	비고		
											1	2	3	4
1	ECO3101-01-00	위소	개입이론과응용	3	원순구	금1,2,3	상본8121	0	53	1	0	0	0	0

(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, yshaksa@yonsei.ac.kr

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	
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	Life Science & Biotechnology	Systems Biology	2650
	Chinese Language & Literature	2285		Biochemistry	2695
	English Language & Literature	2300		Biotechnology	2880
	German Language & Literature	2330	Theology	Theology	2905
	French Language & Literature	2345	Social Sciences	Political Science & International Relations	2940
	Russian Language & Literature	2360		Public Administration	2955
	History	2370		Mass Communication	2970
	Philosophy	2390		Social Welfare	2920
	Library&Information science	2405		Sociology	2420
	Psychology	2435			
College	Department	Contact	College	Department	Contact
Economics	Economics	2465	Music	Church Music	3025
	Applied Statistics	2535		Voice	3040
Business	Business Administration	5453		Piano	3055
Science	Mathematics	2580		Instrumental Music	3071
	Physics	2605		Composition	3075
	Chemistry	2630	Human Ecology	Clothing & Textiles	3100
	Earth System Sciences	2665		Foods & Nutrition	3115
	Astronomy	2680		Housing & Interior Design	3130
	Atmospheric Sciences	5680		Child & Family Studies	3145
Engineering	Chemical&Biomolecular Engineering	7779	Sciences in Education	Human Environment & Design	3097
	Electrical & Electronic Engineering	5876		Education	3170
	Architectural Engineering	2780		Physical Education	3185
	Urban Planning & Engineering	2890	Underwood International College	Sport & Leisure Studies	3191
	Civil & Environmental Engineering	4929			
	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		Contact	College		Contact
Humanities & Arts Administrations Office		2985	Science & Technology Administrations Office		2204
Humanities & Arts	Korean Language & Literature	2176	Science & Technology	Mathematics	2220
	English Language & Literature	2177		Physics	2210
	History	2178		Chemistry & Medical Chemistry	2208
	Philosophy	2179		Biological Science & Technology	2290
	Design & Art	2745		Information & Statistics	2220
				Packaging	2208
Government & Business Administrations Office		2303	Health Sciences Administrations Office		2403
Government & Business	Economics	2187	Health Sciences	Environmental Engineering	2419
	Public Administration	2190		Biomedical Engineering	2405
	International Relations	2192		Health Administration	2418
	Business Administration	2188		Biomedical Laboratory Science	2419
				Physical Therapy	2418
				Occupational Therapy	2418
East Asia International College		2347	Mirae College of Medicine		033-741-0225