

Graduation Application Manual for Student

Yonsei University

Since February 2019

YONSEI UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS

STEP 1. visit the Yonsei portal system(<http://portal.yonsei.ac.kr>) → Login → Academic Information System → Academic Management System

The screenshot shows the Yonsei University portal system. At the top, there are tabs for 'Sinchon' and 'Wonju'. Below the tabs, there is a 'Login' button highlighted with a red box. To the right of the 'Login' button, there is a 'Total' dropdown menu. Below the login area, there is a grid of service icons. The 'Academic Information System' is highlighted with a red box. The 'Academic Management System' is also highlighted with a red box. The 'Administration Information System' is also highlighted with a red box. The 'Academic Management System' menu includes: Academic Management System, Non-Degree Special Programs, Electronic Roster, Open Smart Education, Institute of Language Research and Education, Leadership Center, YSCEC, Issue Student ID, Career Support, Central Library, and Counseling Center. The 'Administration Information System' menu includes: YSCEC, Issue Student ID, Career Support, Central Library, and Counseling Center. The 'Academic Management System' menu also includes: Academic Management System, Non-Degree Special Programs, Electronic Roster, Open Smart Education, Institute of Language Research and Education, Leadership Center, YSCEC, Issue Student ID, Career Support, Central Library, and Counseling Center. The 'Administration Information System' menu includes: YSCEC, Issue Student ID, Career Support, Central Library, and Counseling Center. The 'Academic Management System' menu also includes: Academic Management System, Non-Degree Special Programs, Electronic Roster, Open Smart Education, Institute of Language Research and Education, Leadership Center, YSCEC, Issue Student ID, Career Support, Central Library, and Counseling Center. The 'Administration Information System' menu includes: YSCEC, Issue Student ID, Career Support, Central Library, and Counseling Center.

STEP 2. Student Record → Graduation/Advancement → Graduation Application

The screenshot shows the 'Student Record' menu. The 'Student Record' menu is highlighted with a red box. The 'Graduation/Advancement' menu is highlighted with a red box. The 'Graduation Application' menu is highlighted with a red box. The 'Graduation/Advancement' menu includes: Preliminary Review of Graduation, Equivalent Subjects List, Graduation Application, Browse Application for Graduation, and Notification of Graduation. The 'Graduation Application' menu includes: Graduation Application.

STEP 3. Select the Application Status & Click **Apply** box.

- Status #1** "Application for Graduation"
Status #2 "Application for Completion of Course"
Status #3 "Pending Graduation"

I will graduate in February 2019.
 I will be in the state of Completion of Course after Commencement Day in February 2019.
 (Course Enrollment & leave of absence will not be available from 1st semester, 2019)
 I will not graduate and continue to study.

Graduation/Advancement > Graduation Application

[February 2019 Graduation Application]

Application Status: <Please select>

Apply

< Notices for February 2019 Graduation Application >

1. Application Period: August 8(Wed), 2018 ~ August 30(Thu), 2018
2. Application Change Period
 - a. First period: October 24(Wed), 2018 ~ October 31(Wed), 2018
 - b. Final period: January 2(Wed), 2019 ~ January 4(Fri), 2019
 ※ No changes can be made under any circumstances after final period.
3. Application Criteria
 - a. Application for 'Graduation': Select "I will graduate in February 2019"
 - b. Application for 'Completion of Course': Select "I will be in the state of Completion of Course after Commencement Day in February 2019"
 - 1) After Commencement Day in February 2019, your status will be changed to 'Completion of Course'.
 - 2) Course enrollment and leave of absence will not be available from 1st semester, 2019.

I will graduate in February 2019.
 I will be in the state of 'Completion of Course' after Commencement Day in February 2019.
 ※ Course enrollment and leave of absence will not be available from 1st semester, 2019
 I will not graduate and continue to study.
 ※ To fulfill the graduation requirements of first major, dual degree/interdisciplinary major, minor, etc. or other reasons

Status #1 "Application for Graduation "

Graduation/Advancement > Graduation Application

Student ID: _____ Name: _____ Dept/Major: _____
 Year: _____ Email: _____ Mobile Phone: _____

Please confirm the majors, earned credits and graduation requirements.
 ※ If you've fulfilled the graduation requirements of the minor or 3rd major, please search for the major in the corresponding space and select the major code.

Earned Credits	124	Enrolled Credits			
1st Major	INTERIOR ARCHITE	2nd Major		3rd Major	
Minor 1	CHINESE LANGUA	Minor 2		Interdisciplinary Major	

<Notices for Application for 'Graduation'>

- Graduation Result will be notified on the 'Yonsei Portal System(Academic Information System>Academic Management System>Graduation Result)' around middle of February 2019.
- You must register at least one course during the 'graduation application semester'.
- Certificate of expected graduation is only issued to graduation applicants after the semester begins.

(You must pay tuition and be able to complete all the required graduation credits including the currently attending semester(summer/winter sessions)).

I have confirmed all the details above, and I will **graduate** on February 2019.
 ※ Please type in "graduate" manually.

No **Yes**

If you've fulfilled the graduation requirements of minor or 3rd major, please search for the major in the corresponding space and select the major code.

Please type in 「Graduate」 manually before submitting the application.

Status #2 "Application for Completion of Course"

Graduation/Advancement > Graduation Application

Student ID: _____ Name: _____ Dept/Major: _____
Year: _____ Email: _____ Mobile Phone: _____

Please confirm the majors, earned credits and graduation requirements.
※ If you've fulfilled the graduation requirements of the minor or 3rd major, please search for the major in the corresponding space and select the major code.

Earned Credits	124	Enrolled Credits			
1st Major	INTERIOR ARCHITE	2nd Major		3rd Major	
Minor 1	CHINESE LANGUAGE	Minor 2		Interdisciplinary Major	

<Notices for Application for 'Completion of Course'>
- You must register at least one course during the 'completion application semester'.
- For completion applicants who have fulfilled the graduation requirements, the status will be changed to 'Completion of Course' after Commencement Day in February 2019.
(Not eligible for graduation in February 2019)
- Course enrollment and leave of absence will not be available from 1st semester, 2019.
- Certificate of enrollment will be issued to students in the state of 'Completion of Course', and certificate of expected graduation will be issued after they change their status to 'graduation application'.
- When you apply for graduation in the state of 'Completion of Course' (~end of January/~end of July), you will graduate on the following February/August.
- You can remain in the state of 'Completion of Course' only within the maximum period of enrollment(you will be graduated automatically in the last semester).
- Students in the state of 'Completion of Course' are not eligible for Academic Honors(Highest Honors/High Honors).

I have confirmed all the details above, and I will be in the state of **completion** of course after Commencement Day in February 2019.
※ Please type in "completion" manually.

No Yes

If you've fulfilled the graduation requirements of minor or 3rd major, please search for the major in the corresponding space and select the major code.

Please type in 『Completion』 manually before submitting the application.

Status #3 "Pending Graduation"

Graduation/Advancement > Graduation Application

Student ID: _____ Name: _____ Dept/Major: _____
Year: _____ Email: _____ Mobile Phone: _____

<Notices for Application for 'Pending Graduation'>
- You must register at least one course.
- Students who have exceeded the regular number of semesters must pay tuition determined according to their enrolled credits during the additional registration period.
☎ Contact: Financial Accounting Team 02-2123-4500
- If students can not fulfill the graduation requirements within the maximum period of enrollment, they will be expelled.

I have confirmed all the details above, and I will not graduate and continue to **study**.
※ Please type in "study" manually.

No Yes

Please type in 『Study』 manually before submitting the application.