

# Course Registration for Fall 2018

GLOBAL INSTITUTE OF THEOLOGY, YONSEI UNIVERSITY

- You are required to register for courses via Yonsei portal (<http://portal.yonsei.ac.kr>) during the course registration period. This is not for the current semester, but for the **upcoming semester**.
  - Under Article 21, Section 2 (Academic Probation) of the University Statutes and Regulations, students shall be placed on academic probation if their GPA falls below 2.0, and if they are on probation for two semesters in total, they will be academically dismissed. Students may be readmitted after dismissal, however, if they fail to meet the GPA requirement once again, they will not be able to apply for readmission. Please bear this in mind and enroll for your courses after full consideration.
- ※ International students (who do not hold a Korean passport) will not be able to register for courses until they upload their Certificate of Insurance on Yonsei Portal.  
(<http://portal.yonsei.ac.kr> → Academic Information System → Academic Management System → Student Record → Information → Insurance (jpg format only))

## I. ONLINE COURSE REGISTRATION

### 1. How to Register for Graduate Courses

- A. Go to Yonsei Portal (<http://portal.yonsei.ac.kr>) and click "Graduate Course Enrollment" on the Main Portal Service menu. (This service will be available from 10:00 am on the first day of the course registration period.)
- B. Login with your student ID and password (Default password: your date of birth in YYMMDD order).
- C. Read the instructions carefully before you start.
- D. Click on "Course Enrollment". The next page will show your department, major, and available courses. Please select major name "Global Institute of Theology" and search, you can see all courses opened in GIT major. You can register for a course by clicking on its code **which is in blue**. The list of enrolled courses will appear at the bottom of the page. To cancel your registration, you need to click on the code on the list.

## II. IMPORTANT INFORMATION

### 1. Registration Period for New or Current Students (Graduate and Supplementary Courses)

- 2018. 08. 8. (Wed) ~ 08. 14. (Tue)

\* Online registration hours are from 10:00 to 23:59.

## 2. Registration Period for Returning Students

Rounds	Application Period for Reinstatement		Course Registration Period
	Application Period	Approval Deadline	
1st	2018.08.01 (Wed) ~ 08.06 (Mon)	08.07 (Tue)	
2nd	2018.08.08 (Wed) ~ 08.13 (Mon)	08.14 (Tue)	08.08 (Wed) ~ 08.14 (Tue)
3rd	2018.08.24 (Fri) ~ 08.29 (Wed)	08.30 (Thu)	
4th	2018.09.03 (Mon) ~ 09.07 (Fri)	09.10 (Mon)	09.06 (Thu) ~ 09.10 (Mon)

## 3. Add/Drop Period (Graduate and Supplementary Courses)

- 2018. 09. 06 (Thu) ~ 09. 10 (Mon)

\* Online registration hours are from 10:00 to 23:59.

## 4. Course Selection

### A. Course Catalog and Syllabus

You can browse our course catalog and view syllabi on Yonsei Portal.

<http://portal.yonsei.ac.kr>

- Main Portal Service → Course Catalog and Syllabus: Undergraduate & Graduate
- Academic Information System → **Academic Management System** → **Course** → **Course Catalog**

- 1) Changes to Courses: Changes made to the timetable during the registration period will be marked in blue.
- 2) Syllabus: Click on the purple arrow/note icon next to the course title to read the course syllabus.

### B. Credits

- 1) How to check the number of credits you have earned

- Go to Yonsei Portal (<http://portal.yonsei.ac.kr>) → Academic Information System → Academic Management System → Login → Student Record → Information → Grading Browse → Below the field heading “**PSD (PASSED)**” is the total number of credits you have earned.

※ Even though you register to audit a Major or credit course, it will count towards the number of credits you are allowed to take per semester. Those who are taking an additional semester will be charged for the extra credits. (For detailed information, please refer to “5. Important Notes”)

※ Audited or supplementary courses with credits do NOT count towards the credit requirement for graduation.

### C. Retaking a course

- 1) Courses with the identical code and/or title are considered to be the same; if you take the same course twice, it will count as a “retake” In this case, only one of them shall be credited. When you register for those courses, a notice will be given in a pop-up window.
  - ※ You are allowed to repeat a course once if you wish to achieve a better grade.

2) The above rule does not apply:

- if you register to "audit" the course (on a Pass/Not pass basis)
- if the course is a "supplementary" course (Undergraduate) whose title is the same as that of Graduate School
- if different departments offer courses with the same title

## 5. Important Notes

- A. Please make sure to **select the right option for the type of course** (eg. Major, Audit, Research, Supplementary).
- B. Graduate students (Degree program) can register for **a maximum of 12 credits per semester (including supplementary courses)**.
- Students MUST check the time schedules for Intensive courses at all times.
- C. **Please consult with your advisor or the head of the department before enrolling in courses.**
- D. You are required to take at least one course. If the course is canceled, please consult your department. Important notice about the course registration will be sent via email or text messages, so make sure to update your personal information on our portal (<http://portal.yonsei.ac.kr>) if there is any change.
- Academic Information System → Academic Management System → Login → Student Record → Information → Personal Data → Modify

## III. IMPORTANT DATES

### 1. Course Withdrawal: 10.2 (Tue) ~ 10.5 (Fri)

※ Withdrawn courses are marked "W" in the Transcript.

### 2. Course Evaluation, Survey for Improvement of Research Environment & Graduate Programs: 12.10 (Mon) ~ 1.4 (Fri)

### 3. Grade Confirmation & Request for Grade Change: 12.31 (Mon) ~ 1.4 (Fri)