User Manual for the Course Registration System (Website)

June 2020

Korea University

1. Course Registration System Outline

- Course registration is possible via either KUPID (http://portal.korea.ac.kr) [Course > Course Registration > Undergraduate/Graduate School Course Registration] or the course registration URL (https://sugang.korea.ac.kr/)

## A. System Outline

Menu Composition		Preferred Course Listing Period			Course Registration Period			Note
		Before	Period	After	Before	Period	After	
Course Registration	Notices	o	o	o	o	o	o	List of courses registered
	Register by course number	x	x	x	x	o	x	
	Register by my preferred course list	x	x	x	x	o	x	Not applicable to summer/winter sessions
	Register by courses offered	x	x	x	x	o	x	
Preferred Court List System	Notices (View)	o	o	o	o	o	o	Not applicable to summer/winter sessions
	Register by course number	x	o	x	x	x	x	
	Register by courses offered	x	o	x	x	x	x	
Search Course	Undergraduate Courses	o	o	o	o	o	o	
	Similar Subjects	o	o	o	o	o	o	
	Graduate Courses	o	o	o	o	o	o	
Notice	Course Registration Schedule	o	o	o	o	o	o	
	Course Location/Room Numbers	o	o	o	o	o	o	
	Payment of Tuition for Summer/Winter Sessions	o	o	o	o	o	o	
	Find a Freshman's Student Number	o	o	o	o	o	o	
Password Change for Non-Portal Users		o	o	o	o	o	o	

B. Logging into the Course Registration System

- Enter "Student ID" and "Password" and click the "**Login**" button.
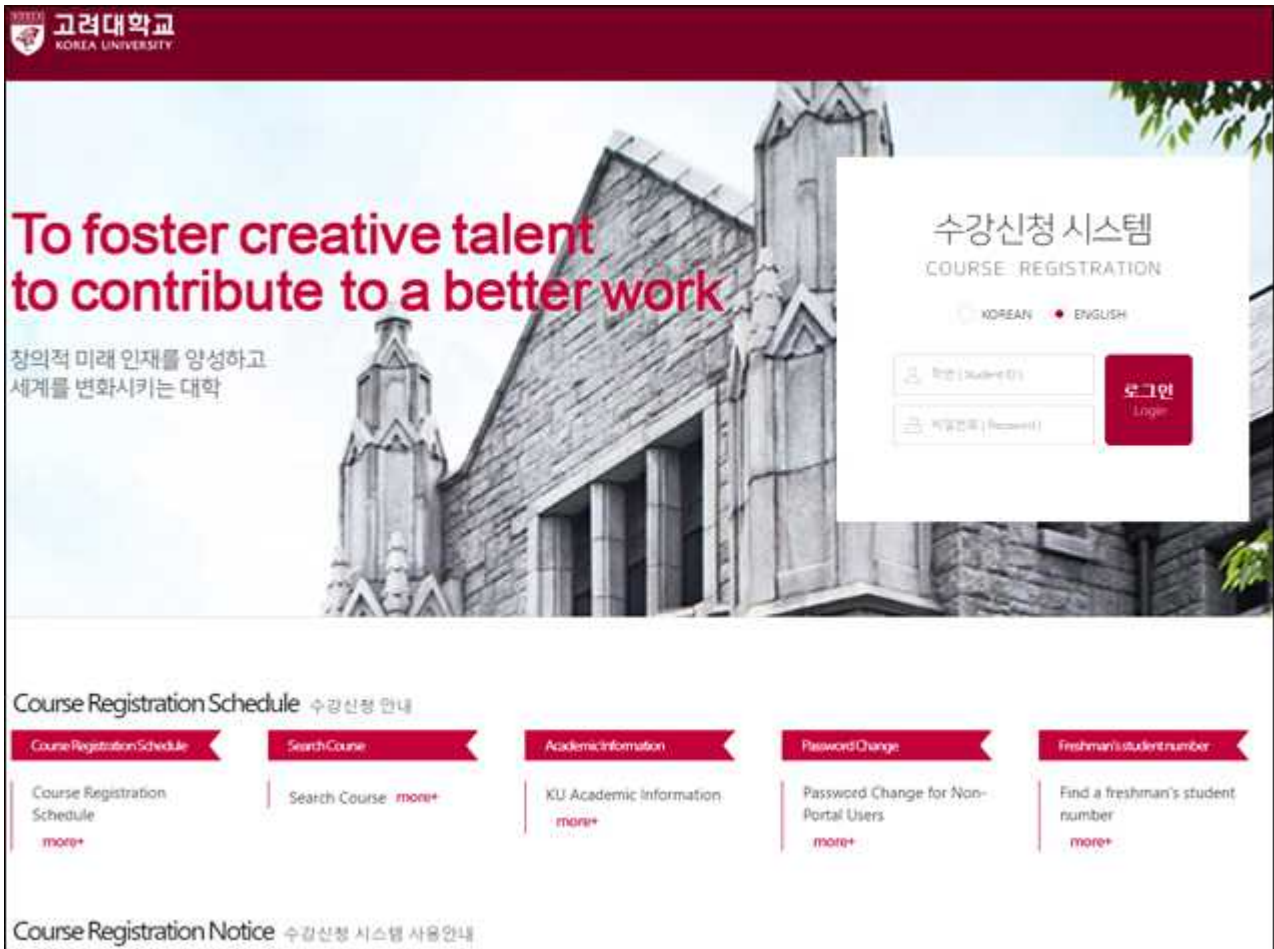
- For portal users, the password is the same as the portal password. For new users, password is the last 7 digits of the user's resident registration number.
- For details about passwords, click "Find Password" on the first page of the portal (portal.korea.ac.kr).
    . Portal users: click "Find Password" on the portal (http://portal.korea.ac.kr) login page to reissue the password.
    . Non-portal (KUPID) users: click the "Password Change for Non-Portal Users" menu on the course registration URL (https://sugang.korea.ac.kr/) to reissue the password.
    . When changing or reissuing the password via the portal, wait 10 minutes before logging in.

C. Manu Change and System Close

- Regular Semester

- The **Search Course** and **Notices** menus provide expand/collapse option.
- **Logout:** if the Logout menu on the upper right corner is selected, authorization is no longer valid and the page moves to the login page.
- **Personal Information Provision**: personal information can be added by selecting the Name and Student Number menus on the upper right corner.
- **Logout:** if the Logout menu on the upper right corner is selected, authorization is no longer valid and the page moves to the login page.
- Students must click "Logout" after completing course registration to revoke user authorization.
- **Korean/English (Language Selection) Switch**: select KOREAN/ENGLISH on the upper left corner (language can also be selected on the login page).
- **Tuition Refund for Summer/Winter Sessions**: information about tuition refunds for summer/winter sessions can be found by logging in.

D. Pop-Up Blocking and Unblocking

- **Disable pop-up blocker** if pop-up blocker is enabled.
- Always "allow" pop-ups from the current site by clicking on "Tools/Internet Options/Pop-up Blocker Setting" in the browser.
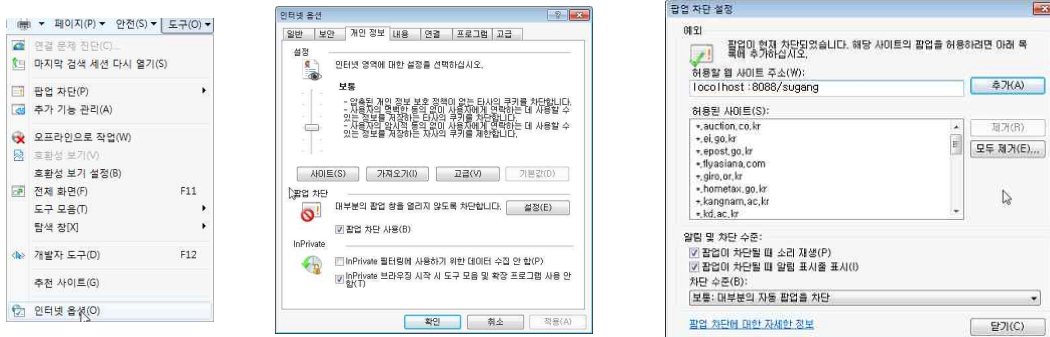
※ Note

- Disable the pop-up blocker if the "Disable pop-up blocker" message appears as below, which happens when pop-up blocker is not properly disabled.
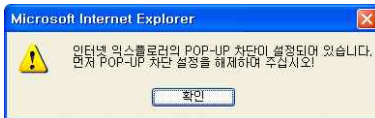
E. Macro Prevention

- To prevent system performance degradation arising from the use of macro programs, a set of characters is displayed on the screen after repeated attempts to save course registration are detected. Enter the characters and click the "**Enter**" button to continue.
- Lower-case letters entered are automatically converted into upper-case letters.
- The maximum number of unsuccessful save attempts and character input attempts may vary according to administrator settings.

F. Multiple Login Prevention

- If logged in from two or more devices (PC or mobile) using the same student number, only

the user who last logged in can use the course registration system.
- **Those other than the last logged-in user** will be automatically logged out.

G. Multiple Tab Prevention
- Only one tab of the course registration browser is available for enrollment.
- The message window below will appear if multiple number of tables are in use.
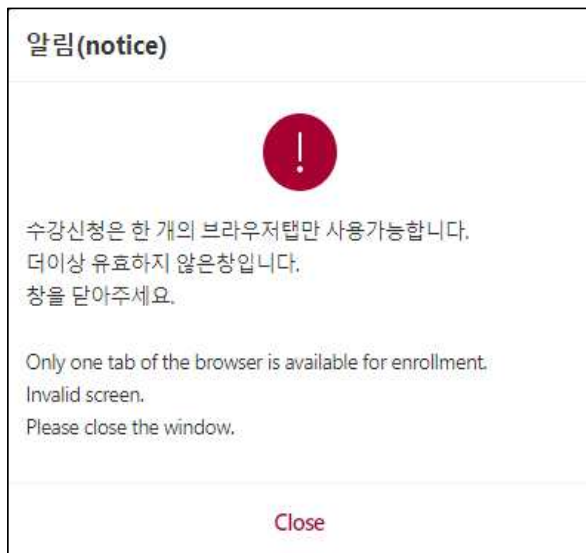
H. Course Registration Delaying System
- To prevent course trafficking or course trading, if a course whose enrollment quota has been reached is deleted, registering for that course is allowed only after a certain period of time (30 minutes to 1 hour).
- Such delay is extended during late night and early morning hours.
- The message window below appears when a student attempts to register for a course whose registration is delayed.
- This system does not apply for the 30 minutes after the start and the final 60 minutes before the end of course registration period.

2. Course Registration (Regular Semester)

- Notices / Register by course number / Register by my preferred course list / Register by courses offered
- A course syllabus can be viewed by selecting a course code.

A. Notices

- "The Notices" section is provided as a default when the Course Registration menu is selected.
- The timetable can be viewed / the list of registered courses can be viewed and the class hours and timetable can be printed.

B. Register by Course Number

- Register for a course by entering its course code and section number.

C. Register by My Preferred Course List

- Register for a course included in 'my preferred course list.

D. Register by Courses Offered

- Register for a course from the list of courses searched after entering search conditions.

3. Preferred Course Listing

- Notices / Register by course number / Register by courses offered / Timetable
- A course syllabus can be viewed by selecting its course code.
- <u>Drag and drop the sort order and **click the "Sort Update" button** after sorting the order.</u>

A. Notices

- The "Notices" section is provided as a default when the Course Registration menu is selected.
- The timetable can be viewed.
- A list of preferred courses can be viewed and printed.

B. Register by Course Number

- Register for a course by entering its course code and section number.

C. Register by Courses Offered

- Register for a course from the list of courses searched after entering search conditions.

D. Timetable

- View the timetable listing preferred courses.

4. Course Registration (Summer/Winter Sessions)

- Notices / Register by course number / Register by my preferred course list / Register by courses offered

- A course syllabus can be viewed by selecting the course code.

A. Notices

- The "Notices" section is provided as a default when the Course Registration menu is selected.

- The timetable can be viewed.

- A list of registered courses can be viewed and their class hours and timetable can be printed.

고려대학교 KOREA UNIVERSITY | Summer 2020 Course Registration

| Notices | Register by course number | Register by my preferred course list | Register by courses offered |

1. 5th year students majoring in Architecture may register for courses in the same way used by 4th year students.

2. Students must verify whether the course numbers have been correctly entered as incorrect course numbers may result in disadvantage.

3. Course repetition

• Course repetition must be indicated when registering for a course to be repeated.

• Repetition is possible if a course is identical or similar to the course already taken and the grade for the course was no higher than C+. The reacquired grade cannot exceed A. The higher of either the grade previously acquired or the grade reacquired will become final.

• Courses offered at other universities under an exchange program cannot be taken as a repeating course even if the courses are identical to each other.

• There might be cases where the number of credits offered for identical or similar courses are different according to the curriculum under which they are provided. Since credits will be acknowledged based on the grade acquired, the number of credits offered for the courses must be verified before course registration.

• Among the courses completed since the 1st semester of 2004, courses with the grade of F may be retaken.

4. Course Time table

List of courses registered 【 Min Credit Limit : 1 Max Credit Limit : 6 My Credits : 6 】

Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Re-Att. Class	Stat.	Del.
ECON172	00	Major Required	PRINCIPLES OF ECONIMICS II	Hyuk-jae Rhee	3(3)		Confirm	Del
HANM120	00	General Studies	LIVE CHINESE CHARACTER	PARK, Jong Woo	3(3)		Confirm	Del

Course Time table   print

period	Mon	Tue	Wed	Thu	Fri	Sat
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

B. Register by Course Number

- Register for a course by entering its course code and section number.

C. Register by My Preferred Course List: Not Applicable to Summer/Winter Sessions

D. Register by Courses Offered

- Register for a course from the list of courses searched after entering search conditions.