

2024 Winter Semester Course Registration

■ Registration period

Please register your courses during the following period.

From 26 December 10:00 to 27 December 17:00

■ Course Add/Drop

You may add or drop your courses online by logging on your Portal system.

No documentary process is needed.

From 30 December 10:00 to 3 January 2025 23:59

■ Course Withdrawal

Any student wishing to withdraw his or her course(s) needs to submit a

Course Withdrawal Application form to the Section of Student Records

From 6 January 2025 10:00 to 10 January 2025 18:00

■ Course Retake

- If you have received an F grade in the required courses, you must retake the course.
- A course with C0 or below can be taken again.
- In principle, retaking the only same course is possible. However, if the same course is discontinued or not opened, it is possible to designate an alternative course or retake a course specified by the teacher.
- Additional fee must be paid. (50,000 won per 1 credit)
- You can only retake grade such as Grade(before)→Grade(after) or S/U

(before)→S/U(after).

■ **Application for Recognition of Graduate-Only Courses as Advanced Major Credits (Undergraduate Program)**

- **Eligibility:** Students with a TGPA of 3.7 or higher, or a GPA of 4.0 or higher in the previous semester.
 - ※ Criteria for determining the previous semester for seasonal sessions: The previous fall semester is used as the reference for the summer session, and the previous spring semester is used as the reference for the winter session.

- **Eligible Courses:** Graduate-only courses that are not shared with undergraduate programs and approved by the department.
 - ※ For the list of eligible courses, contact your department administrative office.

- **Application and Approval Process:**
 - **[Student]**
 - Verify eligibility and identify eligible courses → Register for the course(s)
 - Print the completed course registration form and transcript (Zeus printout acceptable),
Completion of Advanced Major Credit Recognition Application Form (Attachment 1)
 - Approval from the course instructor, academic advisor, and Department Chair
 - Submit to the Section of Student Records (by the course registration form deadline)
 - ※ For courses approved by the department, the requirement for the course instructor's signature can be omitted.
 - ※ Submission to the Section of Student Records is separate from the course registration form submitted to the department office.

 - **[Section of Student Records]**
 - Review announcements and applications and notify the department and student of the results.
 - ※ Notifications will be sent after the course withdrawal period for the semester ends.

- **Criteria for Recognizing Advanced Major Credits:**
 - Up to 6 credits can be recognized as "advanced major credits" and will count toward the 9-credit limit for graduate credits acquired in advance.
 - ※ Courses graded on an S/U basis cannot be counted as advanced major credits.
 - ※ For graduation evaluations, these courses will be counted as "Free Electives (Graduate)."

■ **Course Information:** Please refer to the web page of Course Registration.

https://zeus.gist.ac.kr/sys/lecture/lecture_main.do

■ Notice

- Courses offered during the winter semester are not counted towards your graduation requirements for February in 2025. Students planning to graduate in August 2025 must complete all required credits by the Spring 2025 semester.
 - Please submit the Course Registration Form (print from the Portal System) to your School/department office after finishing registration. * Double-check your registered courses before submitting.
 - International students are exempt from English courses for graduation. However, any student wishing to take English courses as an elective needs to submit an additional Course Registration Request with your advisor's signature to the Office of Academic Planning (College B, ☎ 6652).
- * Seats are not guaranteed and will be based on availability.
- 'Trading or selling' including related attempts (posts, notice, etc.) for courses is punishable.
 - Registration of courses using macros (programs, auto mouse, apps, etc) is punishable.
→ If you click 7 times consecutively on the same subject, a security popup window will open and you will have to enter the security code to continue.
 - If you experience issues with logging in or accessing pages due to an increase in simultaneous users during course registration (including cases where the screen freezes), please close the page and try reconnecting.

■ Contact information

Category	Office in Charge	Contact Number
Courses/Syllabus Pre-requisite/Class size	School/Department office which open its course	School/Department office
English/Korean language courses	Office of Academic Planning	☎ 6652(Eun Kyoung, Lim)
Manual Addition / Cancellation of Course	Section of Student Records	☎ 2057(Eun Ju, Jeong)

Registration by administrator		
System error/connection	Section of Information Technology	☎ 2074(Min Sung, Park), 2073(Myoung Jin, Kim)

Dean of Academic Affairs