



Spring Semester 2023 Course Registration Guidelines



Jan 2023

**Office of Academic Affairs
Seoul National University**

■ Course Registration Schedule

Classification		Schedule	Date	Time
Pre-Course Registration (Mock Registration)	Day 1	Course Cart	Jan 25(Wed)	09:00 ~ 16:00
	Day 2	Course Cart Confirmation	Jan 26(Thu)	By Office of Academic Affairs
	Day 3-4	First-come-first-served Course Registration	Jan 27, 30 (Fri, Mon)	08:30 ~ 16:00
Course Registration	Day 1	Course Cart	Jan 31(Tue)	09:00 ~ 23:59 (Except domestic exchange students)
	Day 2	Course Cart	Feb 1(Wed)	00:00 ~ 16:00
	Day 3	Course Cart Confirmation	Feb 2(Thu)	By Office of Academic Affairs
	Day 4-6	First-come-first-served Course Registration	Feb 3, 6, 7 (Fri, Mon-Tue)	08:30 ~ 16:00
Pre-Course Registration (Mock Registration)	Day 1	Course Cart	Feb 14(Tue)	09:00 ~ 16:00
	Day 2	Course Cart Confirmation	Feb 15(Wed)	By Office of Academic Affairs
	Day 3-4	First-come-first-served Course Registration	Feb 16 – Feb 17 (Thu-Fri)	08:30 ~ 16:00
Course Registration	Day 1	Course Cart	Feb 20(Mon)	09:00 ~ 23:59 (Except domestic exchange students)
	Day 2	Course Cart	Feb 21(Tue)	00:00 ~ 16:00
	Day 3	Course Cart Confirmation	Feb 22(Wed)	By Office of Academic Affairs
	Day 4-6	First-come-first-served Course Registration	Feb 23 – Feb 24 (Thu - Fri)	08:30 ~ 16:00

Course Change	Delete/Register courses	Mar 2 - 8 (Thu – Wed) (Except weekends)	09:00 ~ 18:00
Quota Exceeding Course Registration Request	[Students] Request	Mar 2 – 8 (Thu – Wed)	24 hours (On Mar 2, Schedule starts at 08:30)
	[Instructors] Approval	Mar 2 – 9 (Thu – Thu)	
	[Students] Confirm Registration	Mar 2 – 10 (Thu – Fri)	
Course Drop (Withdrawal)	[Students] Request [Instructors] Approval	Mar 9 – Apr 20 (Thu – Thu)	24 hours In mySNU

■ Notes for Changes of Course Registration

Reading manual and trying out pre-course registration is highly recommended.

1) Time: Course cart shopping starts at [09:00 AM](#)

First-come-first-served course registration starts at [08:30 AM](#)

2) Course registration based on student ID(odd/even number) is no longer in use.

3) Course registration system

- a) Course cart ~~×~~ Course cart is not first-come-first-served basis.
- b) Course cart confirmation (by Office of Academic Affairs)
- c) First-come-first-served course registration

4) Available after cancellation(vacancies) registration

- a) If a course is marked 'Available after cancellation',
registration is available 3 times each day in designated times.
- b) It is applied during course registration (Day 4-6) & course registration change period
[Course Registration Day 4-6: 10-11 AM/ 1-2 PM / 3-4 PM](#)
[Course Change Period: 10-11 AM/ 1-2 PM/ 5-6 PM](#)

5) Quota exceeding course registration request (Previous 'Override form')

- a) Student's online request in CRS
- b) Instructor's approval
- c) Student's registration confirmation in CRS

※ If students don't confirm registration, courses will not be registered.

6) Freshmen

- a) All students who entered SNU March 2023
- b) Students who entered SNU before March 2023,
but have no grades of spring or fall semester due to leave of absence, etc.

■ CRS(Course Registration System) User Guide

1. CRS(Course Registration System) URL

- Address: <http://sugang.snu.ac.kr>
- Login(ID & Password): mySNU ID & Password

2. How to Find CRS ID & Password

	<p><CRS Main Page></p> <ul style="list-style-type: none">○ Click [Find ID/Passowrd]○ Find ID<ul style="list-style-type: none">▶ Enter Name & Birthday(8-digit) (Ex) 20000101)▶ Authentication Mobile/authentication certificate/ SMS/ E-mail(Registered in mySNU)○ Find password<ul style="list-style-type: none">▶ Enter mysnu ID▶ Authentication Mobile/authentication certificate/ SMS/ E-mail(Registered in mySNU)
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* Please register cell phone number and private e-mail address for authentication

Visit mySNU > Information Systems of SNU > my information> change personal information

3. Preliminary Course Registration (Pre-course Registration = Mock Registration)

- ▶ Opportunity for students to practice and get used to course registration
- ▶ Chance for students to predict demands for each courses

※ Registered courses in preliminary course registration are invalid

Only courses registered in actual course registration are valid

4. Course Registration

- Register courses in CRS(<http://sugang.snu.ac.kr>) during given period in each semester.
- Check your result in *Course Registration* or *Course Registration List*.

5. User's Personal Information for Course Registration

- Log in CRS > Click 'User Information' on the right top
- Information: Personal Information(College and Department), Academic year^{*}, Maximum credits, Grades of previous 2 semesters

^{*} Academic year in course registration is counted after every 2 semesters (with grades).

(Ex) Students with no grades = Freshmen = Academic year "1"

6. Credits for Course Registration

- Log in CRS > Click 'User Information' on the right top
- Maximum Credits for Course Registration follows *Academic Rules* of each department

○ Conditions for 21-credit-course registration

- 1) Departments where Maximum credits are 18 credits
- 2) If students' average GPA of previous 2 semesters are 3.3 and over

* Grades of Summer/Winter Sessions are excluded.

* Average GPA of 'Grades of previous 2 semesters' includes first grade of retaken courses

○ Freshmen taking following courses can register over 18 credits(Up to 2 semesters)

Freshman Seminars (053.001), Basic Calculus 1(033.016), Basic Physics 1(034.012),
Basic Chemistry 1(034.025), Basic Biology 1(034.034)

○ Exchange students

(Domestic) Total credits registered in students' university and exchange university should

not exceed maximum credits

- **Remote learning**(Course marked 'Ⓢ') Maximum 6 credits for each semester
- **Minimum Credits for Course Registration**
 - ▶ Spring and Fall semester: 0 Credit (Enrollment without registration is possible)
 - ▶ Exceeding Semester (Exceeding Length of Studentship): Minimum 1 credit
 - ※ students who don't register any course or withdraw all courses will be expelled.

7. Course Counselling

- Department: College of Engineering & Graduate School for Engineering Practice
- Subjects: Undergraduates and Graduates who are enrolled or are going to get back to school
 - ▶ Undergraduates: Undergraduates of College of Engineering
 - ▶ Graduates: Graduates of Industrial Engineering
(Except TEMEP (Technology Management, Economics, Policy Program),
All Graduates in Graduate School for Engineering Practice)
- Students should apply for course counselling following instructions from each department. (Without counselling, registrations are restricted.)

8. Cheating Course Registration

- Inappropriate course registration such as using MACRO will be punished.
(According to Article 107 of Academic Rule, Student Disciplinary Procedures)
- Students who trade or hand over courses will be also punished as well.

9. Course Information

- CRS > Course Search > Click a course title > Course Details (Login is not necessary)
 - ▶ Search all courses: click magnifier(search) button
 - ▶ Search courses with conditions: simple/advanced search (next to search button)
 - ▶ Save as excel file: Click [Excel] and save search result as a file.
- Information for Course Registration: Check Course Restriction, Alternatives, etc.

■ Notes for Course Registration

1. Cross-Registering courses among Undergraduates and Graduates

- Juniors and seniors of undergraduates can register graduate courses.
Graduate courses can be acknowledged as major.
- ▶ If Freshmen and sophomores register graduate courses, grades will be marked in transcript but will not be calculated as valid credits for undergraduate graduation.
- Graduates can register undergraduate courses.
 - ▶ Maximum 6 credits can be acknowledged for Masters and Doctors students.
- * Students should inquire their college and department and get approval of dean of the department or Head of major.
- Repeating Courses
 - ▶ Masters students can repeat courses they took previously as undergraduates.
 - ▶ PhD students can repeat courses they took previously as Masters students.
 - ▶ However, repeated courses cannot be acknowledged as graduation credits.

2. Retaking Courses

- Standard for retaking courses(For undergraduates): courses graded C+ and below (C+~F)
- Retaken course grade limitation(For undergraduates): Maximum "A0"
(However, if a course is first taken before 2015,
students can get "A+" as retaken course grade for only once.
※Graduate can retake graduate courses regardless of first grade.
- Retaking 2022 Winter session courses
 - ▶ If students retake same courses that they had taken in winter session,
students should register courses within course change period(Mar 2(Thu) – Mar 8(Wed))
in order to get acknowledgement for retaken courses.
 - ▶ If courses are not acknowledged as retaken,
students' department can correct course classification and get acknowledgment of
retaken course during Mar 2(Thu)(First day of class) – Mar 27(Mon)(1/4 of Class days)

3. Course Overlap Requirements

- In principle, students cannot overlap courses in registration.
 - However, if students inevitably have to overlap courses, follow this guideline.
 - 1) Register a course (which will be overlapped with the other course)
 - 2) Get approval from all instructors of overlapped courses (by email/SMS/Kakaotalk, etc.)
 - 3) Visit request link → Fill out information → Attach supporting documents → Submit
- (Request Link) ►
https://docs.google.com/forms/d/e/1FAIpQLSeK3qohuAG_1Qj2pyDtL_pbzywSc5XgE30vLiql7INaZS2WQ/viewform?usp=sf_link
(Request Period) (1st) Feb 15(Wed) - Feb 24(Fri)/ (2nd) Mar 2(Thu) - Mar 8(Wed)
- Fill out student information and details of overlapping courses
(course number-lecture number-course title)
 - Attachment: attach supporting documents which shows instructor's approval of each overlapping courses (e-mail/SMS/kakaotalk, etc.)
 - If students couldn't register any of courses or course quota is full, get instructors approval for quota-exceeding registration in email and attach the file in the request link
- ※ Office of Academic Affairs will send e-mail to each students after course overlap is finished.
(Feb 28(Tue) / Mar 10(Fri))

4. Course Registration Change Period (Mar 2(Thu) – Mar 8(Wed))

- Course registration change:
students can change (register and delete) courses from registration list in CRS.
- 'Available after cancellation' course registration:
vacancies can be registered 3 designated times each day
(Click the icon 'Available after cancellation' and check designated times)
Course Registration Day 4-6: 10-11 AM / 1-2 PM / 3-4 PM
Course Change Period: 10-11 AM / 1-2 PM / 5-6 PM

5. Quota Exceeding Course Registration Request(QECRR)

Schedule	Process	Date	Time	Object
Quota exceeding course registration request	Student's request	Mar 2 – Mar 8 (Thu - Wed)	24 hours (On Mar 2, schedule starts at 08:30)	All students
	Instructor's approval	Mar 2 – Mar 9 (Thu – Thu)		
	Student's registration confirmation	Mar 2 – Mar 10 (Thu – Fri)		

- 3-step process (Previous 'Over-ride' form, Course registration adjustment)
 - 1) Student's request - 2) Instructor's approval - 3) Student's registration confirmation

- CRS – Course registration menu – Quota exceeding course registration request
- Please save courses of Interest before requesting for quota exceeding registration
- If students don't confirm registration, course will not be registered.

6. Course Registration for Students with Disabilities

- Student with disabilities are able to register courses even the course quota is exceeded.

■ Major Courses with Extra conditions for Registration

□ Courses with Extra Registration Schedule

- Registration will be deleted in following cases
 - ▶ Students who are double major in, minor in following majors, or interdisciplinary program students register courses apart from designated date
 - ▶ Students with other major register 'major requisite' courses of Business/Psychology as 'elective general'.

Department	Course Number	Course Title	Registration Schedule
Business School Department of Business	251.101	Principles of Management	① Jan 31(Tue) - Feb 3(Fri) ▶ students whose major is business, students of College of liberal studies (business major) ② Feb 6(Mon) ▶ students double major in business students of interdisciplinary program (Technology/Venture management) ③ Feb 7(Tue) ▶ students whose major is business, students whose double major, minor is business students of College of liberal studies (business major) students of interdisciplinary program (technology/venture management) international exchange/visiting students (business major) domestic exchange students (business major) ※ Students with other major can register courses in course change period
	251.205	Principles of Accounting	
	251.207A	Management Science	
	251.209	Organizational Behavior	
	251.301	Financial Management	
	251.326	Management Information System	
	251.303	Human Resource Management	
	251.306	Managerial Accounting	
	251.321	Marketing Management	
	251.424	Strategic Management	
	M1338.003000	Operations Management	
	M2171.001900	Economics for Business	

	035.001 (009~012)	Digital Computer Concept and Practice	<p>▶ Course Registration Period: Only 2023 business school freshmen can register these course</p> <p>※Course registration change period: Business school students who entered college after 2018 and taking courses for the first time can register vacancies</p>
	M2171.001900 (001~002)	Economics for Business	<p>▶ Course Registration Period: Only 2023 business school freshmen can register these courses</p> <p>※Course registration change period: Business school students taking courses for the first time can register vacancies</p>
	M2171.002000 M2171.002100	Business Administration and My Future Business Philosophy and Ethics	<p>▶ Course Registration Period Only 2023 business school freshmen</p> <p>※ Course registration change period: Business school students entered college after 2018 and taking courses for the first time can register vacancies</p>

Department	Course Number	Course Title	Registration Schedule
College of Social Sciences Department of Psychology	207.202	Psychological Statistics	<p>① Feb 3(Fri)</p> <p>▶ students whose first major is psychology (students of department of psychology, students of College of liberal studies)</p> <p>▶ international/domestic exchange students of Department of Psychology</p> <p>② Feb 6(Mon)</p> <p>▶ students whose second major is psychology</p> <p>③ Feb 7(Tue)</p> <p>▶ All students</p>
	207.304	Cognitive Process and Lab	
	207.316A	Clinical Neuropsychology Experiment	
	207.320A	Organization Psychology	
	207.416A	Psychology of Emotion	
	207.422	Applied Experimental Psychology	
	207.423	Introduction to Positive Clinical Psychology	
	207.233	Perception of Visual Arts	
	207.232	Psychology of Learning and Memory & Lab	