

2022 Spring Semester Course Registration Guide for Graduate Students

※ Korean language version is the standard when differences in translation arise. Following is the guideline for Spring Semester 2021 Graduate Course Registration (for General/ Professional/ Special Graduate Schools).

- The course registration must be done by student oneself, and [the result of the registration](#) must be checked from [“Course Registration Confirmation Menu”\(E-onestop\(학생지원시스템\) → Courses\(수업\) → Course Registration & Confirmation\(수강신청 및 확인\)\)](#). The student is [responsible of checking and printing the result and keeping it](#), so that no confusion occur due to technical errors. (The Student who is expected to complete one's course(수료 예정자) must pay attention on this)
- ※ Available from smart phones and updated browsers such as Chrome, Internet Explorer, Safari, Opera. (But, changing section(분반) is not supported from mobile)
- Please refer to 2022 Spring semester's “Course List(개설강좌일람표)” & “Course Guide(수강편람)” for course registration, which are uploaded as attachment files on the web-site(E-onestop(학생지원시스템) → Courses(수업) → Graduate Course Guide(대학원수강편람)).
- According to 「PNU Regulation of Education Composition and Operation, Article 6」 [Courses completed in Master degree cannot be completed again in Ph.d degree. If completed, they will not be accepted.](#)

【수강신청 일정】

Division		Date & Time		Students	Method	Etc
1. Re-enrollment Period		1. 27.(Thur) 09:00 ~ 2. 7.(Mon) 18:00		Students to re-enroll	Web & Dept. office	Also available during tuition payment period
2. Wish List Registration		2. 3.(Thur) 10:00 ~ 2. 4.(Fri) 12:00		Graduates (including students to re-enroll, students from different graduate schools) ※ New studentsexcluded	Web	Students must register the course by themselves even though they make wish list
3. Course Registration	Enrolled students & other college students	1 st	2. 9.(Wed) 09:00~ 2. 11.(Fri) 18:00	Graduates (including new students, enrolled students, students to re-enroll and students from different graduate schools)	Web	
		2 nd	2. 16.(Wed) 10:00 ~ 2. 17.(Thur) 17:00			
	New students		2.14.(Mon) 10:00 ~ 2.15.(Tue) 18:00			
4. The 1st Course Cancellation Notice & 1st Course Add/Drop		Notice	2. 24.(Thur)	Graduates (including new students, enrolled students, students to re-enroll and students from different graduate schools)	Web	
		Add/Drop	3. 2.(Wed) 08:00 ~ 3. 8.(Tue) 18:00			
5. The 2nd Course Cancellation Notice & 2nd Course Add/Drop Period		Notice	3. 15.(Tue)	Students who are registered in the 2 nd cancelled courses	Web	
		Add/Drop	3. 16.(Wed) 10:00 ~ 3. 17.(Thur) 18:00			
6. Withdrawal(W)		3. 31.(Thur) 09:00 ~ 4. 6.(Wed) 18:00		Graduates (including students from other schools)	Web College/Dept.	Available up to 2 courses

Details of Course Registration Schedule

1. Re-enrollment Period : 2022. 1. 27.(Thur) 09:00 ~ 2. 7.(Mon) 18:00

※ Tuition fee payment period(2022. 2. 21.(Mon) ~ 2. 24.(Thur)

Application of Re-enrollment & leave of absence are also available during the payment period

2. Wish List Registration

A. Period : 2022. 2. 3.(Thur) 10:00 ~ 2. 4.(Fri) 12:00

B. Total number of courses available : Maximum **7 courses**, possible even if schedules overlap

C. Courses can still be registered even if they are not in the wish list

D. Wish list registration result confirmation

○ Date & Time : after 2022. 2. 4.(Fri) 15:00

○ Menu : E-onestop(학생지원시스템) → Courses(수업) → Course Registration & Confirmation(수강신청및확인) → Wish List Registration Applicant Confirmation(희망과목담기신청인원 확인)

3. Course Registration

A-1. Period(New Students):

: 2022. 2. 14.(Mon) 10:00 ~ 2. 15.(Tue) 18:00

A-2. Period(Enrolled Students):

1st: 2022. 2. 9.(Wed) 08:00 ~ 2. 11.(Fri) 18:00

2nd: 2022. 2. 16.(Wed) 10:00 ~ 2. 17.(Thur) 17:00

*Subject to : enrolled students(including students who will re-enroll), students from other graduate schools.

B. How to : Web 방식(E-onestop(학생지원시스템) → Log-in(로그인) → Courses(수업) → Course Registration & Confirmation(수강신청및확인))

※ Even if a student receives an approval of an occupation of a class from dept. in charge due to full occupancy, the student still needs to go through registration process.

C. Course Registration for Student who will Re-enroll

- Students who will re-enroll can register courses during course registration period and add/drop period

- If a student does not complete re-enrollment by the time below, then the student's course registration will be cancelled.

• [Deletion of course registration result before the distribution of temporary attendance-roll sheets: After 2022. 02. 25.\(Fri\) 18:00](#)

- Deletion of course registration result after the distribution of finalized attendance-roll sheets : [After 2022. 03. 17.\(Thur\) 18:00](#)

4. The 1st Course Cancellation Notice and the 1st Course Add/Drop Period

- A. The 1st Course Cancellation Notice : 2022. 2. 24.(Thur)
- B. The 1st Course Add/Drop Period : 2022. 3. 2.(Wed) 8:00 ~ 3. 8.(Tue) 18:00
- C. Subject to : Graduate students(including re-enrolling students), graduate students from other graduate schools
 - * **Course registration and add/drop are IMPOSSIBLE after this period.**
- D. How to : Web (E-onestop([학생지원시스템](#)) → Log-in([로그인](#)) → Courses([수업](#)) → Course Registration & Confirmation([수강신청및확인](#)))

5. The 2nd(final) Course Cancellation Notice and 2nd Course Add/Drop Period

- A. The 2nd Course Cancellation Notice : 2022. 3. 15.(Tue)
- B. The 2nd Course Add/Drop Period : 2022. 3. 16.(Wed) 10:00 ~ 3. 17.(Thur) 18:00
- C. Subject to :
 - **Students who registered the courses that are cancelled in the 2nd course cancellation notice (excludes the students who added/dropped courses during the 1st course add/drop period)**
 - Students who have their course schedules overlapped due to course itinerary changes
 - Students (including students re-enrolling after finishing military service) who have not registered any course during the course registration and the 1st course add/drop period (excluding students who have no course registered by withdrawing all the courses)
- D. How to : Web(E-onestop([학생지원시스템](#)) → Log-in([로그인](#)) → Courses([수업](#)) → Course Registration & Confirmation([수강신청및확인](#)))

6. Class Withdrawal(w)

- A. Period : 2022. 3. 31.(Thur) 09:00 ~ 4. 6.(Wed) 18:00
- B. Subject to : **대학원과정 및 타 대학원생** Graduate students, graduate students from other graduate schools

- C. How to : Web **방식(학생지원시스템→수업→수강취소(정규/계절)→정규학기웹신청)**

D. Number of courses that can be withdrawn: Up to **2 courses**

- Students should be taking **at least 3 credit (9 credit for Law Professional Graduate School)** worth of courses registered after withdrawing classes

- E. **Procedure (☆Important☆) : Fill out Class Withdrawal page and apply at E-onestop(학생지원시스템) → print out the completed form → get a signature from the professor who is in charge of the course → submit it to the dept. office**(students from different department need to submit it to the department of Academic Affairs (Main Admin. Bldg. 1F))

7. Notes

- A. **Recommended to receive a course registration guide (Curriculum, graduation requirement, etc.) from the department office, then register courses.**
- B. **If the tuition fee is not paid or course registration is not carried out until the deadline, then the student will become a subject for expulsion.**
- C. **(Timetable)** : Shown with commencing and dismissing time with 10 minutes of recess time given per 50 minutes of lecture time.
 - 10:30(75) : Starts at 10:30, 75 minutes of lecture and 15 minutes of recess (Same as 10:30~12:00)
 - 09:00(100) : Starts at 09:00, 100 minutes of lecture and 20 minutes of recess (Same as 09:00~11:00)

* There are some classes starting at ##:30, so pay attention on the class time and attend the class on time

- D. Any inquiries regarding the unavailable timetable or message: “Exceeded maximum number of students allowed” should be directed to that courses’ department office.

*Contact number for Course’s department office can be found at the bottom of the PNU website
“Contact Information([전화번호안내](#))”

- E. For special and professional graduate students, contact with the dept. offices shown below and register courses
 - Graduate School of Economics & International Trade : ☎510 - 1652
 - Graduate School of Management : ☎510 - 1654
 - Graduate School of Finance : ☎510- 1092~3
 - Graduate School of Education : ☎510 - 1382~3
 - Graduate School of Industry & Environment : ☎510 - 1391~2

- Graduate School of Public Administration: ☎510 - 1372~3
- Graduate School of Technology Entrepreneurship : ☎510 - 1369
- GSIS : ☎510 - 1663
- School of Law : ☎510 - 1574~5
- Department of Medicine (General)(Armi Compus) : ☎240 - 7704
- Department of Medicine (Medical School) (Armi) : ☎240 - 7705
- Department of Medical Science(Yangsan Campus) : ☎510 - 8006~7
- School of Dentistry (Yangsan Campus) : ☎510 - 8206~7
- School of Korean Medicine(Yangsan Campus) : ☎510 - 8403~5
- Graduate School Administration Office(Elective courses for general graduates) : ☎510 - 1901
- R&D미래전략본부연구지원실(일반대학원연구윤리및 연구관리): ☎510 - 1377
- 생명윤리위원회(생명윤리) : ☎510 - 3677