

2022 Spring Semester Undergraduates' Course Wish List & Registration Guide

- The course registration must be done by student individually, and the **result of the registration** must be checked from the **"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 inconveniences occur due to technical errors.
(The candidates of graduation(졸업예정자) must pay attention to this)

- "Course Registration Transactions Report Center" is being operated to eradicate any act of selling or buying course registration. If any kind of such actions are discovered, **severe disciplinary actions such as deletion of course registration** will be carried out.
- Report by sending an e-mail to kittyj80@pusan.ac.kr (Department in charge of undergraduate classes) with an evidence of transaction(such as the screen capture of posting) and your contact information.

I Exceptions of academic operation for Fall semester 2021

1. Credits available for course registration of online classes

- For Spring semester 2022 only, online classes can be registered without credit limit

Current	(Academic courses) within 6 credits per semester
↓	
Spring Semester	Within maximum credits you can register, you can register for online classes without any credit limit

II

Course Registration Details

Division	Descriptions
Wish List Registration	It is a system which students make a wish list of course before the actual course registration. Course registration still needs to be carried out even if the courses are in the wish list.
Automatic Course Registration	You can apply for "automatic registration" during the wish list registration period among the courses in your wish list. It is a system proceeding registration for students without registration process. The courses must be applied for "automatic registration," then it will be proceeded if the number of students who have put the course into their wish lists is less than the quota.
Course Registration	Course registration is available within designated quota for each course. The courses of major have different quota in each 'group' division. - Group Division : Main major, double/ minor/ teaching-professional/ interdisciplinary, elective course*, students from other universities** * Elective courses : PNU Students attending courses of major from other departments ** Students from other universities : Students permitted from exchange programs. ※ Inquires about maximum number & quota per group should be directed to its department offices in charge.



Important Schedules

Division	Descriptions				
Course List	<ul style="list-style-type: none"> ▸ From Jan. 24.(Mon) at E-onestop ▸ Menu : E-onestop (학생지원시스템) - Courses(수업) - Course List (수강편람) - Undergraduates' Course List(학부수강편람) 				
Re-enrollment Period	<ul style="list-style-type: none"> ▸ Jan.27.(Thur) 09:00 ~Feb.7.(Mon) 18:00 Re-enrollment application is still available during the tuitionfee payment period(02.21. ~ 02.24.) 				
Wish List Registration & Application of Courses for the Automatic Registration	<ul style="list-style-type: none"> ▸ Feb.3.(Thur) 10:00 ~Feb.4.(Fri) 12:00 ▸ Menu : E -onestop(학생지원시스템) - Courses(수업) - Course Registration & Confirmation (수강신청및확인) - Wish List Registration for RegularSemesters(정규학기희망과목담기) ▸ Subject to : Undergraduates(including students to re-enroll, who delayed graduation, re-admitted), Students from other universities, Exchange Students 				
Confirmation & Deletion of Courses that are Automatically Registered	<ul style="list-style-type: none"> ▸ Feb. 7.(Mon) 9:00 ~ 18:00 ▸ Menu : E -onestop (학생지원시스템) - Courses (수업) - Course Registration & Confirmation (수강신청및확인) - Confirmation & Deletion of the courses that are automatically registered(자동신청 교과목확인및삭제) 				
Course Registration	<table> <tr> <td>1st</td><td>Feb. 9.(Wed) 08:00 ~Feb. 11.(Fri) 18:00</td></tr> <tr> <td>2nd</td><td>Feb. 16.(Wed) 10:00 ~Feb. 17.(Thur) 17:00</td></tr> </table>	1st	Feb. 9.(Wed) 08:00 ~Feb. 11.(Fri) 18:00	2nd	Feb. 16.(Wed) 10:00 ~Feb. 17.(Thur) 17:00
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2nd	Feb. 16.(Wed) 10:00 ~Feb. 17.(Thur) 17:00				

	<ul style="list-style-type: none"> ▸ Menu : E-onestop(학생지원시스템) - Courses(수업) - Course Registration & Confirmation(수강신청및확인) - Course Registration for regular semesters(정규학기수강신청) * Course registration still needs to be done even after wish list registration ▸ Subject to : Undergraduates(including students to re-enroll, who delayed graduation, re-admitted), Students from other universities, Exchange Students
The 1 st Course Cancellation Notice & 1 st Course Add/Drop Period	<ul style="list-style-type: none"> ▸ Notice of the courses that will be cancelled (at PNU homepage- Notice board) : Feb. 24.(Thur) ▸ 1st Course Add/Drop :Mar.2.(Wed) 08:00 ~Mar.8.(Tue) 18:00 ▸ Menu : E - onestop (학생지원시스템) - Courses(수업) - Course Registration & Confirmation(수강신청및확인) - Course Registration for regular semesters(정규학기수강신청) ▸ Subject to : Undergraduates, Students from other universities * Course registration & add/drop are not available after the 1st add/dropperiod.
The 2 nd Course Cancellation Notice & 2 nd Course Add/Drop Period	<ul style="list-style-type: none"> ▸ Notice of the courses that will be cancelled (at PNU homepage- Notice board) :Mar. 16.(Wed) ▸ 2ndCourse Add /Drop :Mar . 16.(Wed) 10:00 ~ 17.(Thur) 18:00 Menu : E -onestop(학생지원시스템) - Courses (수업) - Course Registration & Confirmation(수강신청및확인) - Course Registration for regular semesters(정규학기수강신청) ▸ Subject to : ONLY the students who are registered in the courses that are cancelled at the 2nd course cancellation notice
Course Withdrawal(w)	<ul style="list-style-type: none"> ▸ Mar.31.(Thur) 09:00 ~Apr.6.(Wed) 18:00 ▸ Menu : E-onestop(학생지원시스템) - Courses(수업) - Course Withdrawal(수강취소) - Web Registration for Regular Semesters(정규학기웹신청) * Withdrawal is available up to 2 courses, but then transferring the left over credits to the next semester will not be available.

1. Wish List Registration

- Available number of courses : Maximum **13 courses**, possible even if the schedules overlap.
- Course registration is still available even if the courses are not in the wish list
- The number of students who have put the course into the wish list can be confirmed in real time from the “course search window(교과목 검색창)” & “wish list registration window(희망과목 담기창)”

2. The Automatic Registration

- Click “Apply(신청하기)” for automatic registration(자동신청) during the “wish list registration period” among the courses that are in the wish list.
- Automatic Registration is available within individual’s maximum credits allowed. Courses that have overlapping schedule or are same will not be registered.
- **NOT ALL** the courses applied will be “automatically registered.” Result will be sent to applicants via PNU Smart Campus push

* Students have to download the PNU Smart Campus application and log -in

* Students can confirm automatically registered courses during “the period of confirmation & deletion of courses that are automatically registered”. And if a student does not want to take the courses that are automatically registered, the student can delete it during “the period of confirmation & deletion of courses that are automatically registered.”

3. Course Registration

1) Applies to all students

- Recommended to receive a guide for course registration(curriculum, graduation requirement, etc.) from affiliated dept. office and then proceed course registration.
- Students have to register courses in course registration period after wish list registration. (Except courses automatically registered)
- (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)
- Students must go through registration process even if they have received permission to take the courses from dept. offices due to the excess of the number registered for the course.
- For the courses which departments (such as students affairs, HR recourse development center) select the students cannot be registered by students themselves, so please contact the department in charge for any inquiry.
- Any inquiry regarding the timetable in course lists or message: “Exceeded the maximum number of students allowed(제한인원초과)” should be directed to the course’s dept. office in charge.
 - * Menu for checking the courses’ dept. office : E-onestop(학생지원시스템) → Courses(수업) → Course Guides(수강편람)
- **If the tuition fee is not paid or course registration is not carried out until the deadline, the student will be subject to expulsion.**

2) Extra Credit System for Excellent Grade

- If a student acquired 18 credits last semester, and average GPA is 3.8

or above, the student can have extra 3 credits. (This policy will be applied to the returning semester to the re-enrolling students)

* However, total credits in a semester should not exceed 24 including the extra credits and the transferred credits from last semester.(Except for the students in “bachelor-master degree connected curriculum,” and “bachelor-master-doctor degree connected curriculum”)

3) Credit Transfer System(학점이월제)

- If there are leftover credits due to not using the whole credits in previous semester, maximum of 2 extra credits can be transferred to the next semester(the returning semester for re-enrolling students) for the course registration for once only.

- Exclusions

- Students who made class withdrawal in previous semester
- Students who delayed graduation
- Students from other universities
- Students having the first semester in PNU

* But, students who withdrew a course in Fall semester 2020 will be included in Credit transfer system

○ Notes

- For every semester, the total credits cannot exceed 24 credits including the extra credits and transferring leftover credits from last semester.

* Students in curriculum like “bachelor-master degree connected curriculum,” “bachelor-master-doctor degree connected curriculum,” etc. can exceed 24 credits for the course registration.

· Transferred credits cannot be transferred again to the next semester.

· Credits are transferred in units of 0.5 credits.

· For “Credit Exchange Students from Other Univ.”

* From university in Korea : The credit rating must be completed before applying for the course.

* From university in foreign countries: Only the credits of the semester that studied at our school before exchange will be transferred.

3) Course Re-take(재이수)

- Courses with grades C+ or below can be taken again, and renewed grade after re-completion will be regarded as the final grade.

※(For example) If a student got an F in the fall semester of 2021 and received B+ in the spring semester 2022, the ○○ course will be deleted from the fall semester of 2021 and marked in the spring semester of 2022.

- The highest grade attainable by re-take will be B+ or below.

4) Re-enrolling Students(복학예정자)

- Any student re-enrolling after a leave of absence can also register courses during the course registration period & add/drop period.

- However, if a student does not complete re-enrollment by the time of distribution of temporary attendance-roll sheets and finalized roll sheets, then the student's course registration will be deleted.

- Deletion of course registration after distribution of temporary attendance-roll sheet : After 2022 .Feb . 25 .(Fri) 18 :00

- Deletion of course registration after distribution of finalized attendance - roll sheets : After 2022 .Mar . 17 .(Thur) 18 :00

5) Students who received Academic Probation for 2 Sequential times (학사경고 연속 2 회자)

- Students who received academic probation for 2 sequential times must complete 「Hyowon Learning Consulting(효원학습컨설팅)」 conducted by “Center for Teaching & Learning”(registration will be conducted automatically by the department of academic affairs for the students), and if the course has not been completed, the student will only be able to register courses for maximum of 10 credits for every semester.

* If a student who received academic probation for 2 sequential times do not take 「Hyowon Learning Consulting(효원 학습컨설팅)」 in 2022 Spring semester, student will have restriction of 10 maximum credits from the spring semester 2020.

- Course registration method

- (Course Registration) For the students who received academic

probation for 2 sequential times, course registration will be conducted by the department of academic affairs

- (Deletion) Call “Center for Teaching & Learning”(Tel: 510-3841) for more help
- (Changing Sections) Students can individually change during the course registration period and course edition period
- If a student who received academic probation warning for 1 time only last semester and wish to register and attend this course, the student can individually register online during course registration period.

6) Students who delayed graduation(졸업유예자)

- Among the courses completed before fulfilling graduation requirements, courses only with F grade can be taken again.
- If a course was completed and it was not a subject for re-completion, it will be acknowledged as general course's credits only.

7) Course Registration for Graduate School Courses

- Subject student and available credits :
- Undergraduates: 3rd, 4th years and exchange students can register for courses of graduate school for 3 credits per semester (total 6 credits) with the permission from dean of that department.
- Students in “bachelor-master degree connected curriculum” can complete total of 6 credit worth of courses from his or her belonging department in 2 semesters
- Credits earned :
- Credits earned from the courses can be included in undergraduate's credits or master's credits (cannot be accepted in both degrees).
- To be recognized as credits completed in bachelor's program :

If the course is opened at graduate school of your department, the course will be reorganized as credits earned for elective major. If the course is not opened at your department, the course will be recognized as elective course.

* For student from Colleague of Engineering— Urban Architecture and Civil Engineering— Architecture Major, it can be recognized as fundamental major course.

8) Students in “Bachelor-Master degree connected curriculum”& “Bachelor-Master-Doctor degree connected curriculum”

- From 6th semester and onwards, total of 6 credits can be exceeded during course registration for each semester.
- From 8th semester for the students in department of architecture · School of urban architecture and civil engineering – Architecture major

9) Exchange Students affiliated to PNU International

- Undergraduate: maximum of 21 credits
- Course registration allowed until 1/3 of the semester.

10) Credit Exchange Students from Other Univ. in Korea

- The same applies as PNU students for course registration etc. If no one registers for course you wish to take, you can request a course opening to the affiliated department office.

3. 1st Course Cancellation Notice & 1st Course Add/Drop Period

- Be aware that registration or change of courses is unavailable after this period .

4. 2nd(final) Course Cancellation Notice & 2nd Course Add/Drop Period

- Students who can participate in 2nd course add/drop are following:
 - Students who registered in courses that are cancelled in 2nd cancellation phase
 - * Students who registered to courses which are cancelled on the 1st course cancellation notice should change courses during the 1st course add/drop period, and will be excluded on the 2nd.
 - Students who have their courses overlapped due to course itinerary changes.
 - Students (including students re-enrolling after finishing military service) who have not registered any courses during the course registration and 1st course add/drop period.

5. Class Withdrawal(w)

- Number of courses that can be withdrawn : within 2 courses
- Students should take at least 12 credit worth of courses registered

after withdrawing classes , at least 1 credit worth of courses registered for the students who have completed more than 6 semesters .

* If total credits after withdrawing courses become 0, then the student will become subject of expulsion.

○ If courses are withdrawn, transfer of leftover credits to next semester will not be possible.

○ Tuition fee refund for students who make differential payment-

Refund of the tuition fee for the cancelled course is available

only for the students subject to differential payment .

(Inquiries: Dept. of finance 510 – 1051)