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SECTION 6: Improper Solicitation and Graft Act
[Student ID number]
✓ Student ID number to access Yonsei websites will be provided to students via email before the course registration starts

[Course load] – For details Section 1
✓ Undergraduate Students: 9 to 18 credits
✓ Graduate Students: 9 to 15 credits

[Course information] – For details Section 2
✓ Courses are held Mon-Fri, during periods of 1-9 (each period is 50 minutes)
✓ Courses have reference codes, which indicate course information such as language of instruction, grading system (P/NP), and cancellation

[Course catalogue] – For details Section 2
✓ Go to Yonsei Portal Service and click “Course Catalogue and Syllabus: Undergraduate & Graduate” to find course information
✓ Check availability of courses to Exchange/Visiting students
✓ Check out Study Abroad Course (Course code: IEE)
✓ Check out Korean Language Institute Course (Course code: KLI)
✓ Check out Graduate Level Course (provided only to graduate students)

[Selecting Yonsei major and year of study] – For details Section 3
✓ Choose Yonsei major and year of study for course registration
✓ Yonsei major should be relevant to student’s home university major
✓ Most Business courses (Course code: BIZ) are strictly restricted for Business major students
✓ Colleges and Departments may have different and various regulations for each course

[Online course registration] – For details Section 4
✓ Registration Round 1 is Mileage Bidding, Round 2 is Number System (first-come, first-serve) in August for 2019 Fall semester.
✓ Course Add & Drop period is Number system (first-come, first-serve) and is held at the first week of semester starting dates
✓ Korean Language Institute course should be registered during Round 2. Anyone who fails to register the course during this time will not be able to enroll
✓ Students who selected Business major for Yonsei major can take up to 4 business courses open at Department of Business (Course code: BIZ)
✓ Students who are senior (4th year of study) and graduate students may take graduate courses

[Academic regulations] – For details Section 5
✓ Attendance is very important at Yonsei University
✓ Course withdrawal can be done online only during the course withdrawal period
✓ Exam schedules will be announced by instructors
✓ Students must complete course evaluation to view grades, except for some graduate level courses

[Official transcript issuance and delivery] – For details Section 5
✓ Official transcript will be issued after the semester is over
✓ Exchange students’ official transcript will be delivered to students’ home university address
✓ Visiting students’ official transcript will be delivered to students’ home university address. Home university address may be changed during designated time (CIEE students will receive through CIEE office)
✓ Additional transcript issuance can be requested via https://oia.yonsei.ac.kr/intstd/exTrans.asp

<table>
<thead>
<tr>
<th>Useful Websites</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yonsei University</td>
<td><a href="http://yonsei.ac.kr">http://yonsei.ac.kr</a></td>
<td>Main website.</td>
</tr>
<tr>
<td>Yonsei Portal Service</td>
<td><a href="http://portal.yonsei.ac.kr">http://portal.yonsei.ac.kr</a></td>
<td>Course Catalogue, Course Registration, Check Grades</td>
</tr>
<tr>
<td>Yonsei Cyber Education Community</td>
<td><a href="http://yscec.yonsei.ac.kr">http://yscec.yonsei.ac.kr</a></td>
<td>May be used depending on the instructor for providing course materials and announcements</td>
</tr>
<tr>
<td>Yonsei Library</td>
<td><a href="http://library.yonsei.ac.kr">http://library.yonsei.ac.kr</a></td>
<td>Library website</td>
</tr>
<tr>
<td>Office of International Affairs</td>
<td><a href="http://oia.yonsei.ac.kr">http://oia.yonsei.ac.kr</a></td>
<td>“Study at Yonsei-Notice” tab, students can find important OIA announcements</td>
</tr>
<tr>
<td>Yonsei Korean Language Institute</td>
<td><a href="http://www.yskli.com">http://www.yskli.com</a></td>
<td>Korean Language Institute website</td>
</tr>
</tbody>
</table>
SECTION 1: General Course Information

1.1 Course load
Undergraduate students must register for a minimum of 9 credits and a maximum of 18 credits per semester. For graduate students the minimum is 9 credits and the maximum is 15 credits. Korean Language Institute (KLI) courses are 6 credits. Therefore, students who take a KLI course will need to take at least one other course worth 3 credits to meet the minimum. Students who carry fewer credits than the minimum will be dropped from the program and may lose their visa status.

1.2 Undergraduate courses
Approximately 3,000 undergraduate courses are offered each semester at Yonsei. However, many courses are taught in Korean, and some courses are not available to exchange/visiting students. (See section 2.5 on course reference codes).

1.2.1 Office of International Affairs courses (Course code: IEE)
Approximately 40 courses are conducted entirely in English and are made available to exchange/visiting students by the Office of International Affairs and are labeled as “Study Abroad Courses” in course catalogue. Course codes for these courses begin with IEE. (See section 2.7 on How to search for a course).

1.2.2 Korean Language Institute courses (Course code: KLI)
Intensive Korean language courses are offered by the Korean Language Institute. A placement test to determine Korean language proficiency is required. Taking Korean language course is not a requirement for Yonsei, however, some students’ home institutions may have such a requirement. (Go to Section 4.3 for details)
Credits: 6 / Levels: 1 to 6 / Schedule: 4 to 6 pm, Mon-Fri, 16 weeks

1.2.3 Business courses (Course code: BIZ)
Courses offered by the Department of Business Administration are available only to exchange/visiting students who are majoring in a business-related field at their home institution, and who have declared the Business Administration major during Yonsei application. Students who qualify may take a maximum of 4 BIZ courses (12 credits). However, students can take business-related courses offered by the Department of Economics (Course code: ECO) as well as Study Abroad Courses (Course code: IEE) in addition to the maximum 4 BIZ courses.
Non-business major students are allowed to register for business-related courses offered by departments other than the Department of Business Administration (Department of Economics-ECO, Study Abroad Courses-IEE, etc.).
1.2.4 Underwood International College courses
Courses offered by The Underwood International College have different rules for each major. Exchange/visiting students are allowed to take most UIC courses. However, courses in the following majors are not allowed: ASD-Asian Studies, TAD-Information and Interaction Design, TAD-Creative Technology Management, TAD-Culture and Design Management, ISSD-Justice and Civil Leadership, ISSD-Quantitative Risk Management, ISSD-Science, Technology and Policy, ISSD-Sustainable Development and Cooperation, ISED-Nano Science and Engineering, ISED-Energy & Environmental Science and Engineering, ISED-Bio-Convergence.
*No courses offered at the International Campus in Songdo are available for exchange/visiting students.

1.3 Graduate courses
The 2019 Fall semester graduate course list will be available in July. These course lists will be sent by e-mail to graduate students and senior (4th year) undergraduate students. Undergraduate students who wish to take graduate courses must submit a course registration approval form signed by the professor to the Office of International Affairs.

SECTION 2: Course Information

2.1 Course codes
The first three letters of a course code indicate which department the course is offered in. For example, a course code starting with ECO means the course is offered by The Department of Economics.

2.2 Course numbers
Undergraduate course numbers range from 1000 (lower division) to 4000 (upper division). For example, ECO1234 is a lower division course and ECO4567 is an upper division course. 5000-level courses and above are graduate courses.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Section</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>E C O 1 2 3 4</td>
<td>0 1 0 1</td>
<td></td>
</tr>
</tbody>
</table>

2.3 Course cancellation
Courses taught in English must retain a minimum of five students to remain open, while ten students is the minimum for courses taught in Korean. Course cancellation decisions due to low enrollment will be announced in the first week of each semester. If a course is cancelled, please find an alternative course and change your enrollment before the Course Add & Drop deadline.
2.4 Course timetable
Courses are taught Monday through Friday (and on occasion, Saturday), during periods 1 to 9 (e.g. Mon 1, 2, Wed 2). The numbers indicate the time periods. The class time associated with each period are listed below:

<table>
<thead>
<tr>
<th>Days</th>
<th>Time Period</th>
<th>Class Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>M, T, W, Th, F, S</td>
<td>1</td>
<td>09:00-09:50</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>10:00-10:50</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>11:00-11:50</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>12:00-12:50</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>13:00-13:50</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>14:00-14:50</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>15:00-15:50</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>16:00-16:50</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>17:00-17:50</td>
</tr>
</tbody>
</table>

2.5 Reference codes
The course catalogue provides reference codes. **Only courses with the reference code ‘②’ are taught in English.** All other courses are taught in Korean, except the courses with the reference code “ⓒ”, which are taught in other languages. Some courses may include multiple reference codes that indicate other conditions. Please click on a reference code to find out what it means. Examples of reference codes are shown below:

**Please check the reference codes very carefully.**

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>②</td>
<td>Course is taught in a language other than Korean or English (e.g. Chinese, Japanese, Spanish, French, etc.).</td>
</tr>
<tr>
<td>☂</td>
<td>Course is graded on a Pass/Non-Pass basis.</td>
</tr>
<tr>
<td>☑</td>
<td>Course is offered at Songdo International Campus. (It means this course is NOT available for exchange/visiting students.)</td>
</tr>
<tr>
<td>Code</td>
<td>Meaning</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>①</td>
<td>Course has supplementary video lectures, available through the YSCEC website (See pg 22).</td>
</tr>
<tr>
<td>②</td>
<td>Course is taught in English.</td>
</tr>
</tbody>
</table>

Cancelled The course cancelled, so it is no longer available.

2.6 Classroom locations
Yonsei University uses the following abbreviations for classroom building information. The online campus map can be also found through the Yonsei University official website.

<table>
<thead>
<tr>
<th>Abbr.</th>
<th>Building Name (English / Korean)</th>
<th>Associated College</th>
</tr>
</thead>
<tbody>
<tr>
<td>APZH</td>
<td>Appenzeller Hall 아렌뤽관</td>
<td>Graduate School of Social Welfare</td>
</tr>
<tr>
<td>BillH</td>
<td>Billingsley Hall 빌링슬리관</td>
<td>Graduate School of Journalism and Mass Communication</td>
</tr>
<tr>
<td>BizH</td>
<td>School of Business 경영관</td>
<td>School of Business</td>
</tr>
<tr>
<td>BYH</td>
<td>Baekyang Hall 백양관</td>
<td>University College BYH’S’ means a classroom is in the South Tower of BYH</td>
</tr>
<tr>
<td>Edu</td>
<td>Education Sciences Hall 교육과학관</td>
<td>Graduate School of Education</td>
</tr>
<tr>
<td>Den</td>
<td>College of Dentistry 치과대학</td>
<td>College of Dentistry</td>
</tr>
<tr>
<td>DWHA</td>
<td>Daewoo Hall Annex 상경대학(별관)</td>
<td>College of Business and Economics Underwood International College</td>
</tr>
<tr>
<td>DWHM</td>
<td>Daewoo Hall Main Bldg 상경대학(본관)</td>
<td></td>
</tr>
<tr>
<td>EngHA</td>
<td>Engineering Hall 1 제 1 공학관</td>
<td></td>
</tr>
<tr>
<td>EngHB</td>
<td>Engineering Hall 2 제 2 공학관</td>
<td>College of Engineering</td>
</tr>
<tr>
<td>EngHC</td>
<td>Engineering Hall 3 제 3 공학관</td>
<td>Engineering Hall Auditorium located here</td>
</tr>
<tr>
<td>EngHD</td>
<td>Engineering Hall 4 제 4 공학관</td>
<td></td>
</tr>
<tr>
<td>ERC</td>
<td>Engineering Research Center 공학원</td>
<td></td>
</tr>
<tr>
<td>GBH</td>
<td>Gwangbok Hall 광복관</td>
<td>College of Law</td>
</tr>
<tr>
<td>Gym</td>
<td>Gymnasium체육관</td>
<td>Physical Education/Sports &amp; Leisure Studies</td>
</tr>
<tr>
<td>Med</td>
<td>College of Medicine 의대</td>
<td>College of Medicine</td>
</tr>
<tr>
<td>MnAud</td>
<td>Main Auditorium 대강당</td>
<td></td>
</tr>
<tr>
<td>MusO</td>
<td>College of Music (Old Bldg) 음악관(구관)</td>
<td>College of Music</td>
</tr>
<tr>
<td>MusN</td>
<td>College of Music (New Bldg) 음악관(신관)</td>
<td></td>
</tr>
<tr>
<td>Abbr.</td>
<td>Building Name (English / Korean)</td>
<td>Associated College</td>
</tr>
<tr>
<td>-------</td>
<td>---------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>NMH</td>
<td>New Millennium Hall (새천년관)</td>
<td>Global Leadership Division, Graduate School of International Studies</td>
</tr>
<tr>
<td>Nur</td>
<td>College of Nursing (간호대학)</td>
<td>College of Nursing</td>
</tr>
<tr>
<td>OSH</td>
<td>Oesol Hall (외솔관)</td>
<td>College of Liberal Arts</td>
</tr>
<tr>
<td>PEC</td>
<td>Physical Education Center (체육교육관)</td>
<td>Physical Education/Sports &amp; Leisure Studies, Department - Swimming Pool located here</td>
</tr>
<tr>
<td>SciH</td>
<td>Science Hall (과학관)</td>
<td>College of Science</td>
</tr>
<tr>
<td>SRC</td>
<td>Science Research Center (과학원)</td>
<td>College of Science</td>
</tr>
<tr>
<td>SSH</td>
<td>Samsung Hall (삼성관)</td>
<td>College of Human Ecology</td>
</tr>
<tr>
<td>TheoH</td>
<td>Theology Hall (신학관)</td>
<td>College of Theology</td>
</tr>
<tr>
<td>WDH</td>
<td>Widang Hall (위당관)</td>
<td>College of Liberal Arts</td>
</tr>
<tr>
<td>YHH</td>
<td>Yeonhui Hall (연희관)</td>
<td>College of Social Sciences</td>
</tr>
</tbody>
</table>

2.7 How to search for a course

[Step 1] Go to Yonsei Portal Service and click the “Course Catalogue and Syllabus: Undergraduate & Graduate” button. To switch to the Korean version of the website, please click “Korean” button next to the search bar.
[Step 2] Select “Undergraduate Programs” followed by “semester” options from the drop-down lists.

[Step 3] Navigate the catalogue by choosing different colleges and departments and check the syllabus of a course by clicking Syllabus. The syllabus will indicate the target student groups as well as prerequisites for courses.

* If no syllabus has been posted, check the previous semester’s course information through the course catalogue, or email the professor to get the syllabus. Obtaining necessary course information is important for the credit transfer process at your home institution so be sure to look carefully at the syllabus before enrolling in a course.

Please note that it may be helpful to check the Mileage Result of a course in previous semesters. Mileage allows students to register for courses. The more miles a student bids on a course, the more likely it is that he or she will be successful in registering for the course. Checking the Mileage Result from a previous semester can be informative in terms of how popular and/or impacted a course may be. For courses that do not fill up, a student will not need to bid more than one mile to register. The Mileage Result for a course provides information on student quotas by major, by year of study, exchange/visiting status, as well as the maximum and minimum mileage spent. The example below shows the Mileage Result for a course:

<table>
<thead>
<tr>
<th>Quota</th>
<th>Participants</th>
<th>Major Quota</th>
<th>Quota by each grade</th>
<th>Exchange Student</th>
<th>Max Mileage</th>
<th>Min Mileage</th>
<th>Mileage</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>22</td>
<td>20 (Y)</td>
<td>0</td>
<td>5</td>
<td>15</td>
<td>20</td>
<td>0</td>
<td>36</td>
</tr>
</tbody>
</table>

- Quota: Total seats available
- Participants: Number of students who allocated mileage
- Major Quota: Given priority target to specific major students
Note: Seats that go beyond the Major Quota seats are up for competition between major and non-major students. Priority will be given based on miles bid. (For more information on Mileage, see Section 4.2).
- Quota by each grade: Seats available to specific year of study (freshman, sophomore, etc, indicated as grades 1 through 4).
- Exchange Student: Whether or not the course is available to exchange students. The mark ("O" meaning available and "X" meaning not available) in the "Exchange" column is subject to change according to each department or college’s policy. This means that some courses initially designated as open for exchange/visiting students may become unavailable. Thus, make sure to have alternative course(s) approved by your home university in case your first choices are unavailable for enrollment.

<table>
<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Blocked for all incoming exchange/visiting students regardless of major of study</td>
</tr>
<tr>
<td>O</td>
<td>Conditionally available to incoming exchange/visiting students. Some courses may block non-major students’ enrollment, have quota priority for major students, and/or have a quota for students in certain years of study.</td>
</tr>
</tbody>
</table>

[Step 4] Using the search box feature in the course catalogue
Students can also search for courses by course code, course title, instructor’s name, or course time by using the search box feature in the course catalogue. However, when you use the search box, please note that the search result shows course information from past semesters as well. For example, if you put “Cost Accounting” in the search box for course title and click the magnifier icon, the result shows not only current but also previous course offerings. Please check the “Semester” column and look at the top listing, which is for the current semester (course schedules can vary from semester to semester).

- 20192 means fall semester of year 2019, and 20182 means fall of 2018.

2.7.1 How to search Office of International Affairs courses (Course code: IEE)
Select “Undergraduate Programs” followed by “Study Abroad Course” then “Undergraduate,” “Year,” and “Semester.”

2.7.2 How to search graduate courses
Select “Undergraduate Programs” followed by “Study Abroad Course” then “Graduate,” “Year,” and “Semester.”
2.7.3 How to search Korean Language Institute courses (Course code: KLI)
Select “Undergraduate Programs” followed by “Study Abroad Course” then “Korean language,” “Year,” and “Semester.”

SECTION 3: Selecting courses based on a Yonsei major and year of study

3.1 Search for the courses that you wish to enroll in
Include the name of the department that offers the course as well as the Yonsei course code in your list.

3.2 Check syllabus and previous mileage results of your selected courses (Go to Section 2.7)

3.3 Choose a major/year of study that best suits your priority

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior &amp; Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>2nd year</td>
<td>3rd year</td>
<td>4th year</td>
</tr>
</tbody>
</table>

Students may choose a major that best meets their course needs, and the major at Yonsei does not have to exactly match the student’s major at their home university. However, students must be mindful of the target students and prerequisites of each course by checking course syllabi when they choose their Yonsei majors.

**Students must choose one major only when choosing a major in the online application system of Office of International Affairs website.**

Only select “Study Abroad” as a Yonsei major if you wish not to be associated with any specific major, as this may place you at a disadvantage when registering for courses in a certain major. Also, IEE and KLI courses are available to all exchange/visiting students regardless of major.
SECTION 4: Online Course Registration

4.1 2019 Fall Semester Course Registration Schedule (Korean standard time, GMT+9)

<table>
<thead>
<tr>
<th>Course Registration</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Round 1. Mileage Bidding Process</td>
<td>August 7th 09:00am - 8th 17:00pm</td>
</tr>
<tr>
<td></td>
<td>- Until this date/time is reached, student cannot</td>
</tr>
<tr>
<td></td>
<td>register course online</td>
</tr>
<tr>
<td></td>
<td>- Login possible from 8:00am</td>
</tr>
<tr>
<td>Notification of results</td>
<td>August 9th 16:00pm - 12th 08:59am</td>
</tr>
<tr>
<td>Registration Round 2. Waiting Number System(*)</td>
<td>August 12th 09:00am - 13th 17:00pm</td>
</tr>
<tr>
<td>Course Add &amp; Drop period(*)</td>
<td>September 5th 08:00am – 9th 17:00pm</td>
</tr>
<tr>
<td></td>
<td>- Login possible from 07:00am</td>
</tr>
</tbody>
</table>

(*) Remaining seats will be taken on a first-come, first-serve basis.

4.2 Registration process
All students (domestic and exchange/visiting) register for courses at the same time through the online course registration system (called the Yonsei Portal system) and therefore getting a spot in some courses may be competitive. Yonsei University does not guarantee registration for any specific courses. Exchange/visiting students are advised to plan ahead with academic counselors at their home university to make sure that requirements are met and that credits can transfer. Please do not wait until the last minute to start registering for courses, as you may encounter technical problems that cannot be resolved immediately.

[Step 1] Yonsei Portal Service and login information
Go to the Yonsei Portal Service (Use Internet Explorer 9.0 or above only. Yonsei Portal Service does not properly work in other types of browsers including but not limited to Chrome, Safari, or Firefox. Students are responsible for any disadvantages caused by not using the recommended browsers.).
If the student did not submit his or her health insurance material on designated time, he or she may not be able to access to course registration service.

Login information
- Continuing students: Use your login information from the previous semester
- Newly admitted students: Your login information will be sent to you by e-mail. This will be a student ID number (e.g. 201984****). You will also need a password. Your password is your date of birth in the format “yyymmdd” (e.g. 940530). Please note that access to the Yonsei Portal Service will be blocked if your health insurance document was not submitted or approved in time.
[Step 2] Click “Undergraduate Course Enrollment” (All Exchange/Visiting students including graduate students should use this menu)

[Step 3] Log in to the Yonsei Course Enrollment System using your student ID number and password (date of birth as described above)
Registration Round 1. Mileage Bidding Process

Mileage is given to each student for Round 1 only and mileage does not carry over to Round 2. **It is advised that students use all the allotted mileage during Round 1.**

For a tutorial on how to use mileage in round 1 of the registration process, please visit the following link:

(https://drive.google.com/file/d/0B-g5MKNCb5QAdFVFQm1Eb2NMR0k/view?ts=5d1c5d21)

Undergraduate students will receive 72 miles and can bid these miles on a maximum of 18 credits.

Graduate students will receive 60 miles and can bid these miles on a maximum of 15 credits.

Successful course enrollment will be determined by the following factors:

1. The mileage points a student allocated for a course
2. Proper selection of the Yonsei major designated by the department offering the course
3. Number of courses applied for
4. (Credits earned in the previous semester)/(Maximum credits per semester)

A. Adding courses to the Wish List

If you use the “Wish List” feature to save courses, a record of these courses will be saved in the system for round 1 only.

To add a course to the “Wish List,” click the “save” button on the left in the “Wish List” column of your intended course.
B. Applying Mileage Points toward a course

[Step 1] In order to apply mileage points for the course, search for a course by using the Major Search menu or the Keyword Search menu.

▶ Major Search

Searching for “IEE3341 KOREAN(1)”

▶ Keyword Search

Searching for “ECO2102 MICROECONOMICS” by course code

[Step 2] Click the “Apply” button and apply mileage points for the course. A box will appear with “Used Mileage” label. Enter the number of miles you wish to bid in this box.

- Note that a minimum of 1 mile must be bid for each course.
- The maximum mileage that can be bid is displayed in the “Max Mileage” column for each course. The maximum mileage will vary depending on the course.
Restrictions

- Students may not apply for multiple sections of the same course.
  (For example, if a student already applied for “ECO2102-01-00 Microeconomics”, the student cannot apply for “ECO2102-03-00 Microeconomics”)
- Students may not apply for a course that has a schedule that overlaps with other courses applied for.
- A course will be blocked if the course is over the quota for certain years of study
- A course will be blocked if the course is restricted to major students only
- A course will be blocked if the course is restricted to Yonsei University students only
  (For example, if a course is marked “X” in the “Exchange student” column of the course list, this means that the course is unavailable to exchange students due to the nature of class, the course instructor’s own discretion, the departmental academic policy, or other reasons.)
[Step 3] How to make mileage changes

To cancel an application or delete a course, click the “Cancel” button in the application status. In case your mileage points are not sufficient to apply for a new course, you can adjust the mileage points in courses that you have already applied for by clicking the “Change” button. Also, please note that the status of a course shown in the “Application Status” is not the final course registration result. Registration results will be announced and may be viewed online during the registration results notification period (dates are listed in section 4.1).

**Notification of Results**

Successful enrollment of courses will be indicated under the “Confirm List” heading and courses that were not successfully obtained will be shown under the “Waiting List” heading. Courses will be listed in order according to a calculation based on a student's mileage points and priority (based on year of study and the major quota for the course). In cases where enrollment is unsuccessful, the waiting number will be shown for each unsuccessful course. The waiting number (“My Waiting Number”) is determined for each course based on the mileage points that were allocated to the course in Round 1. This number tells the student his or her position on the waiting list. For example, a waiting number of 3 means that the student is third in line for the course. Students should decide if they wish to stay on the Waiting list or prepare to register for other courses in Round 2.

When students are notified of their course registration status, they may drop a course. However, alternative courses cannot be selected until Round 2. Please note that course trading with other students is not allowed. Please also remember that courses listed under the “Waiting List” are not guaranteed.
The following link provides a tutorial, which demonstrates how to check mileage bidding results, adding courses to the “Wish List”, and cancelling registered courses.
(https://drive.google.com/file/d/0B­g5MKNcB5QAV25HbjR1bFUSUDA/view?usp=sharing)

Registration Round 2. Waiting Number System
(First-come, first-serve)
During this period, mileage points are no longer used, and students can freely change the items in the “Confirm List” and “Waiting List.”
Students may enroll in courses freely on a first-come, first-serve basis as long as there is space available. If space fills up, students who fail to register may join the waiting list and receive a waiting number. The following conditions also apply to Registration Round 2:
- Waiting numbers will be given on a first-come, first-serve basis, and are updated every 10 minutes based on changes caused by students registering or dropping.
- If a course is already full and has a waiting list, then new waiting numbers will be given out and the waiting list will become longer. If an enrolled student decides to drop (cancel) the course, the next student in order on the Waiting List will be automatically enrolled into the course.
- The sum of course credits for registered courses and waitlisted courses cannot exceed the total credits allowed per semester (18 credits for undergraduates and 15 credits for graduate students).
- For courses with more than one section, students may only apply for one section at a time.
- If a student cancels a course and then re-applies for the same course, he or she will be placed at the end of the waiting list.
- The waiting list will be deleted after Registration Round 2.
Course Add & Drop Period (First-come, first-serve)

During this period, course enrollment is based on the waiting number system as in Round 2. However, please note that the waiting number system will be renewed during this period, and new waiting lists will be created with new waiting numbers on a first-come, first-serve basis to give students a chance who had low priority status in Rounds 1 and 2. No course registration will be allowed once the Course Add & Drop Period ends.

Students on a waiting list will be automatically registered when a new space opens up as a result of a student dropping. Thus, students must withdraw themselves from course waiting lists if they do not wish to be enrolled. If you know that you will drop a course, please do not wait until the last minute to do so as this affects other students who may end up being automatically enrolled if a space opens up. Again, students are not allowed to trade courses during the Add & Drop period.

4.3 KLI, Business, UIC course, Graduate course registration

4.3.1 KLI course registration

➢ How to register for KLI courses

KLI course enrollment is possible during Round 1 and Round 2 only. However, it is recommended that students register for KLI courses during Round 2 (Waiting Number System) because KLI courses have unlimited seats and students are advised to use their allotted mileage points for other, more competitive courses during Round 1. If a student decides to apply for a KLI course during Round 1, it is recommended that he or she bids a minimum mileage point of 1 for the KLI course.

Students will not be allowed to enroll in KLI courses during the Add & Drop period.

➢ KLI Placement test

For students who are enrolled in Intensive Korean Language courses (Course codes: KLI1001 ~ KLI1006) it is necessary to take a placement test. The test will be held at the Korean Language Institute. Exact test locations and dates/times will be announced by e-mail and on the OIA website, but generally the tests are held during the first day of
the semester. One or two days after taking the placement test, students may check their result by going to the KLI building (see campus map). KLI course levels will be automatically adjusted based on test results.

▶ How to cancel a KLI course
Students can cancel enrollment at a KLI course via the Yonsei Course Enrollment System during the Course Add & Drop period.

4.3.2 Business course registration
▶ Course availability
For courses offered from the Department of Business Administration the number of seats available to exchange/visiting students will be indicated by a number in the “Exchange Student” column rather than “X” or “O.” For example, if a course has 7 remaining seats for exchange/visiting students, the “Exchange Student” column will show the number 7. If the course is restricted to Yonsei students only or if the seats for exchange and visiting students are fully taken, the “Exchange Student” column will show the number 0.

Exchange/visiting students are limited to registration in 4 courses offered by the Department of Business Administration (BIZ). The total number of 4 includes courses that a student has successfully registered for and waitlisted courses. For example, if a student has successfully registered for 2 BIZ courses and is on waiting lists for 2 additional courses, he or she cannot apply for more BIZ courses.

▶ Course de-registration policy
Please remember that Department of Business Administration courses (Course code: BIZ) are only available to students whose Yonsei major is Business Administration. If a student who has not declared Business Administration as their major registers for a BIZ course, they will be de-registered from the course after the Course Add & Drop period and will lose the chance to find a replacement course. Please do not register for a BIZ course unless you are a Business Administration major to avoid loss of a course.

4.3.3 UIC course registration
The availability of UIC courses to exchange/visiting students is variable and department-dependent. Some courses will be available for Round 1 registration while others will only be available in Round 2, while still others will be available only during the Add & Drop period. Students will be able to determine which UIC courses are available to exchange and visiting students by checking the “Exchange Student” column in the Yonsei Course Enrollment System. The “Exchange Student” column will show “O” if the department accepts exchange/visiting students’ enrollment during any of the three registration periods.
4.3.4 Graduate course registration
The graduate course list will be provided to eligible students individually via email, will be posted on the Notice board of the OIA website, and will be posted in the Course catalogue through the Yonsei Portal Service. From the Portal homepage, click “Course Catalogue” followed by “Undergraduate Program,” “Study Abroad Program,” and finally, “Graduate.” This will take you to the graduate course list.

▶ Course de-registration policy
Please note that senior (4th year) undergraduate students may only take 1 graduate level course. If an undergraduate student attempts to register for more than 1 graduate course, the student will be de-registered from the course after Course Add & Drop period and will not be granted a chance to find a replacement course. Please do not register for more than one graduate-level course unless you are a graduate student to avoid loss of a course.

4.4 Course registration approval form (The last page of this guideline)
Students may use this form to request enrollment in an undergraduate course that they cannot enroll using the portal system. This form is not to be used for graduate level courses.

4.5 How to check final course enrollment
Please note that once the designated course registration periods (Round 1, Round 2, and Course Add & Drop Period) are over, students are unable to register.

4.5.1 How to check your final course enrollment
[Step 1] Log on to the Yonsei Portal Service
[Step 2] Go to Academic Information Portal and then Academic Management System
[Step 3] Select “English” to switch the language of the Academic Management System
[Step 4] Click “Course,” followed by “Course Enrollment,” and “Enrollment Status”
[Step 5] To view your course schedule, please click “Course Schedule” as shown:

4.5.2 YSCEC (Cyber Education Support System)
YSCEC is Yonsei’s online blackboard service that professors use to communicate with students, provide lecture notes and course materials, and collect assignments. If you are registered for a cyber course with reference code ①, you should use this system to access the weekly one hour online lecture.
-YSCEC Login Credential: Same as your login credential for Yonsei Portal Service
There is one day delay between portal and YSCEC. If you made a change on your course registration using portal, it will take one day for the information to be updated on YSCEC.

4.6 Registration: Frequently Asked Questions
Q1: I need to register for a course. I meet the criteria but the Yonsei Portal Service won’t let me register. What should I do?
A1: Please seek the professor’s approval for the course by taking a “Course Registration Approval Form (Last page of this guideline)” on the first day of class and getting the professor’s signature. Submit the signed form to Office of International Affairs in person during the Course Add & Drop Period. (No email service available.)

-Approval Form Submission: Course Add & Drop period
-Office of International Affairs: Suite #S302, Baekyang Hall
-Office Hours: 09:00 ~ 12:00, 13:30 ~ 17:00 (Lunch: 12:00 ~ 13:30)
Important Notes

- If you successfully registered for your intended course(s) online during the Course Add & Drop Period, you do not need to submit the form.
- Some professors may not accept the “Course Registration Approval Form” for various reasons.
- Submitting a signed “Course Registration Approval Form” to the Office of International Affairs does not guarantee the student a seat in the class. Our office will consult the department/college that offers the course to get ‘final’ permission before enrolling you in the course.

Q2: I registered for a course during the Add & Drop Period. When will I be able to access this course through YSCEC?
A2: If changes (add and drop) are made on your course list during the Course Add & Drop period, your YSCEC course list will be updated the next day.

Q3: I forgot to drop a course during the Course Add & Drop Period. What should I do?
A3: Wait until the Course Withdrawal Period to drop the course. Please make sure that you inform the professor that you intend to withdraw from the class.

SECTION 5: Academic regulations

5.1 Attendance
Yonsei University has a strict attendance policy, and any student who is absent from a course for more than 1/3 of the course meeting hours will get an “F” regardless of one’s achievement in the course. Some professors, however, may have stricter rules. For instance, attendance is taken more seriously in Korean Language Classes (KLI). Please be advised that attendance policies and excuses for absences should be discussed directly with your professor. All incoming exchange/visiting students are expected to attend classes from the first day of the semester until the end of the final exam period to avoid being penalized for absences. Attendance will be checked by professors directly or by electronically with student ID card.

5.2 Code of Conduct
Students are expected to be responsible, honest, and considerate of others. Please note that harassment, fraud, infringing on the rights of others, violating the rules and regulations of any university department, behaving inappropriately toward university faculty, staff, or fellow students, unauthorized use of university facilities, equipment, or computers, the alteration or falsification of university records, the unauthorized recording, sale, or purchase of lectures or other instructional materials, destroying or defacing university property, misrepresenting themselves or their university affiliation, and disturbing orderly academic functions and processes will be dealt with accordingly.
If a student is removed from the program due misconduct, no refund will be given. Any academic regulations not stated here will follow those of Yonsei University, and the laws of Korea. Students failing to register for the required credits during the designated period will be dismissed.

5.3 Course withdrawal
The course withdrawal deadline for the Fall semester is in early-October. The exact dates will be posted on the Notice board of the OIA website. (http://oia.yonsei.ac.kr/intstd/notice.asp)
Students can withdraw from a class during the designated withdrawal period. Withdrawal can be done through the Yonsei Portal Service only. If a student withdraws from a course, that course will not show up on his or her transcript. (There is no “W” shown on the transcript for course withdrawal).
The minimum course load of nine (9) credits must be maintained even after a course withdrawal has been made. Withdrawn courses will not be evaluated, nor replaced by other courses. **Note that the course withdrawal period will be the last chance for a student to drop a course.**
To withdraw from a course:
- Go to the Portal site: https://portal.yonsei.ac.kr/main/ and Click “English”
- Go to Academic Information System > Academic Management System.
- Click Course> Course Enrollment> Apply for Withdrawal menu.
- Select the class you are going to withdraw from, and confirm.

5.4 Program Withdrawal
There is no leave of absence for exchange/visiting students. However, if the student needs to withdraw completely from the program, he or she must submit the Program Withdrawal form to the Office of International Affairs before leaving Yonsei University. Students should request for a Program Withdrawal form via e-mail: study@yonsei.ac.kr.
Exchange students who need to withdraw from the program should make the program withdrawal request through their home university office.
Tuition refund may differ by the period the student withdraws from the program.

5.5 Exam schedule
Schedules for midterm and final exams will be announced by course professors. Generally, in the Spring semester midterm exams are given in mid-April and final exams are given in early June. In the Fall semester, midterm exams are given in mid-October and final exams are given in mid-December. Some professors may have alternative exam schedules so please talk to your professors for details.
5.6 Program surveys and course evaluations online
During the last month of each semester, students are requested to complete online program surveys and course evaluations.

5.6.1 Program survey
Each semester, a survey is conducted by the Yonsei Office of International Affairs so that we may receive constructive feedback from students. This survey may be filled out anonymously or a student may include his or her student ID number. Students who include the student ID number will be given a free copy of their transcript, which will be delivered by regular air mail.

5.6.2 Course evaluation
At the end of each semester, all exchange/visiting students are required to complete course evaluations via the Yonsei Portal System. These evaluations are anonymous and the results are given to the course instructors. Note that there are no course evaluations for KLI or graduate courses. Students are required to complete course evaluations to view/access grades.

-How to evaluate a course
1. Log on to Yonsei Portal Services (http://portal.yonsei.ac.kr/main/indexe.jsp)
2. Academic Information System > Academic Management System > Log-in (Input ID, Password)
3. Click on ‘Course’ > Click on ‘Course Evaluation’ > ‘Save’ after Course Evaluation

5.7 Grading policy
Professors will make final grade assessments based on criteria designed for each course. Grades are issued on an A+, A0, and A- through F scale, and will be recorded permanently. After the online Grade Check and Correction period, changing grades is not permitted under any circumstances.

Grading Table showing letter grades and grade point system

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>A0</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B0</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C0</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D0</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
</tbody>
</table>

-Note that some courses are “pass/no pass.” Courses with a P/NP grading system have the reference code ⬇ on the course catalogue.

-Yonsei University does not allow an “Incomplete” grade.
-Grades at Yonsei follow one of two grading systems: the “Absolute” grading system or the “Relative” grading system. In the absolute system, the instructor has complete control over the grade scale and is not limited in the number of A or B grades that he or she may give. In the relative system, there is a fixed curve that the instructor must follow.
Grading system may differ by the department or by the course. Please refer to the syllabus or consult your professor regarding information about the grading system. Some courses are evaluated according to the relative system, which imposes a limit to the number of A’s and B’s given. The system is summarized below:

For classes with 21 or more students

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A maximum of 35% of the class may receive an “A”</td>
</tr>
<tr>
<td>B</td>
<td>A maximum of 35% of the class may receive a “B”</td>
</tr>
</tbody>
</table>

For classes with 20 or less students

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A maximum of 40% of the class may receive an “A”</td>
</tr>
<tr>
<td>B</td>
<td>A maximum of 50% of the class may receive a “B”</td>
</tr>
</tbody>
</table>

5.8 Grade check and correction

Students who have completed the course evaluation can access and view their grades through the Yonsei Portal System. Students may contact their professors to discuss grades during grade check and correction period. Professors may change a grade during this period if necessary. After the grade check and correction period is over, grades are final and cannot be changed.

- How to view grades
  1. Log on to Yonsei Portal Service
  2. Academic Information System > Academic Management System > Log-in (Input ID, Password)
  3. Click on ‘Course’ > Click on ‘Grading Browse’

5.9 Official transcript issuance and delivery

Students’ official transcripts will be available in mid-July for the Spring semester and mid-January for the Fall semester. One original copy of the official transcript will be sent to each student’s home university (or study abroad program office) by regular air mail free of charge. Delivery takes about 6 weeks in general.

- Exchange student: Automatically send to Home University
- Non-exchange student: Check your home university address
  (Home University nominated student and CIEE students’ official transcript will be send to home university and CIEE)

5.9.1 How to check or change your home university mailing address:

- Go to Yonsei Portal Service
- Academic Information System > Academic Management System > Log-in (Input ID, Password)
- Select 'Student Record > Information' and check your current home university’s address
- To change the address, go to 'Modification of Personal Data' menu, change your home university's address, and click Save.
5.9.2 How to request additional transcripts
To request additional transcript issuance and delivery, visit the OIA website (http://oia.yonsei.ac.kr/intstd/exTrans.asp) for further information.
- All requests must be submitted on-line.

5.9.3 Issuance fee and mailing service fee
Transcript fees may be paid with an international wire transfer. The payment sender must pay all applicable transfer fees.
- Issuance fee per transcript copy: 2,000 KRW
- Mailing service fees:

<table>
<thead>
<tr>
<th>In Korea</th>
<th>Outside Korea</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered mailing service fee of</td>
<td>Express mailing service fee of</td>
</tr>
<tr>
<td>2,000 KRW</td>
<td>23,000 KRW</td>
</tr>
<tr>
<td>(Total amount including issuance fee is</td>
<td>(Total amount including issuance</td>
</tr>
<tr>
<td>4,000 KRW)</td>
<td>fee is</td>
</tr>
<tr>
<td></td>
<td>25,000 KRW</td>
</tr>
</tbody>
</table>

Yonsei University uses the following bank account information for wire transfers:
Name: Woori Bank, Yonsei Branch
Account No: 126-000066-18-563
Swift Code: HVBKKRSE

5.10 Useful Yonsei University applications

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y-MID (MOBILE ID CARD)</td>
<td>Only available in Korean. Once a student receives a plastic student ID card, he or she can issue mobile ID card by downloading this application. With mobile ID card, students can enter library and check out books.</td>
</tr>
<tr>
<td>Y-Attend</td>
<td>Available in Korean and English. If professor from student’s course uses electronic roster, student can take attendance, check out his or her attendance, contact professor for excuse of attendance.</td>
</tr>
<tr>
<td>Y-Bus</td>
<td>Available in Korean and English (some features only available in Korean). Student can check out campus shuttle bus timetable and route of the shuttlebus.</td>
</tr>
</tbody>
</table>
SECTION 6: Improper Solicitation and Graft Act

Recently, the Korean Government passed the Improper Solicitation and Graft Act. This law applies to civil servants, employees of public service-related organizations & public institutions, employees of private schools as well as media corporations. Thus, all members of our faculty are now obliged to abide by this act and the Yonsei Ethics Committee continues to educate and provide appropriate guidance related to its implementation.

The act forbids improper solicitations to faculty members and their requesting or accepting financial or other advantages. All members of the university are asked to take extra caution to avoid such improper activities. Below is a list of prohibited activities that students must avoid during their time at Yonsei:
- Asking a professor for a favor in the form of a grade change
- Offering gifts to professors
- Requesting an attendance waiver to the school administrative office for reasons other than illness or family emergencies.

For questions or clarification regarding the Improper Solicitation and Graft Act, please contact the Yonsei Ethics Committee at cleanyonsei@yonsei.ac.kr.

Edited by
Yonsei University
Office of International Affairs

Contact Information
Email: study@yonsei.ac.kr
Tel: +82-2-2123-3987, 3977
Contact Hours: Mon-Fri (9:00am – 17:00pm, Korean Standard Time)

When you contact us, please provide the following information.
A. Your name
B. Your Yonsei student ID number
C. A screenshot of the problem you encountered (if available)
D. A short explanation of what you need help with
Course Registration Approval Form

This form is for exchange/visiting students seeking to obtain permission from the professor to enroll in the course. Please note that this form does not guarantee course registration. After the student submits a signed form to the office of international affairs, we will go through internal assessment for final permission for your course registration.

* Submission Period: Course Add & Drop Period (9:00, September 5 - 12:00, September 9)
* Office Hours: 09:00 ~ 12:00, 13:30 ~ 17:00
* Where to submit
  - BIZ courses: Room 406, School of Business (BizH)
  - All other courses: Room S302, Baekyang Hall (BYH)

Student ID Number: 
First Name: 
Last Name: 
E-mail: 
(If there are any issues or important updates, we will contact you by email.)

<table>
<thead>
<tr>
<th></th>
<th>Course Code &amp; Section</th>
<th>(e.g. IEE****-**)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Date of Approval</td>
<td>Month Date, 2019</td>
</tr>
<tr>
<td>4</td>
<td>Name of Instructor</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Professor's Signature</td>
<td>(Do not forge a signature)</td>
</tr>
</tbody>
</table>