

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	1st	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	
		2nd	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, enrolledstudents, 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 2nd 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’departmentoffice.

*Contact number for Course’sdepartment 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