



[FOR EARLY-BIRD ACCEPTEES]

**Course Registration Guide
2024 Yonsei International Summer School**

**YISS Team
Office of International Affairs
Yonsei University**

IMPORTANT DATES

[Course Registration Schedule **(Korean Standard Time, GMT+9)**]

Schedule	Date and Time	Notice
1st Round Course Registration (Early-bird benefit)	April 11th <u>10:00</u> ~ April 12th <u>17:00</u>	* <i>Log-in for course registration is available from April 11th, 9:00 (one hour in advance).</i> (Exclusive for Early Birds)
2 nd Round Course Registration (For All)	June 3rd <u>10:00</u> ~ 4th <u>17:00</u>	* <i>Log-in for course registration is available from June 3rd, 9:00 (one hour in advance).</i> (All YISS students can participate)
Course Add & Drop (For All)	June 27th <u>09:00</u> ~ 28th <u>17:00</u>	*On the first day of the YISS program This will be the LAST CHANCE to change your course selection.
Course Withdrawal (For All)	(4-week) July 9th <u>09:00</u> ~ 10th <u>18:00</u> (6-week) July 16th <u>09:00</u> ~ 17th <u>18:00</u>	*Withdrawal only

* **Course Registration, Add & Drop: FIRST-COME, FIRST-SERVED basis**

* **Korean Language courses should be registered for during the 1st & 2nd round course registration period. The Add & Drop period does not allow students to newly register for Korean Language Courses.**

[How to Check your Student ID Number]

<https://summerapply.yonsei.ac.kr/> → Application Details → Application Status

1. Click on [Application Details]

2. Check YISS Student ID here!

Application Fee	100,000 KRW
Student ID	20248 - - - -

20248 - - - -

[Course Level]

The course level can be determined by the course code pattern. Each course code contains four numbers which show the targeted year of the course. For example, if the course code starts with 1, the course is considered as a General Education / Lower-Level Undergraduate course. Starting from 2 to 4, the course is aimed to be a Major Elective / Required / Basic Level course.

e.g.

IEE1101

1 - Freshman course / General course / Lower Division course

IEE2030

2 - Sophomore course / General course / Lower Division course

IEE3351

3 - Junior course / Upper Division course

IEE4016

4 - Senior course / Advanced course

[Prerequisites and Plan B Courses]

- Some courses list prerequisites in their syllabus. Students are required to check if they are eligible for the class or not. Students should assess their background of the listed prerequisites. If you are not sure, contact the faculty for advice.

- Students are strongly advised to have plan B course options in advance as a backup, because each course has maximum capacity. Please check credit transferability of several courses that you are interested in with study advisor at home institution. Dropping or switching courses can be done during course registration period. If you missed the course registration period or want to change your courses, there will be the last chance during the first and second day of classes (Add & Drop Period).

▶ Course list and information: <https://summer.yonsei.ac.kr/summer/program/general02.do>

▶ Academic Policies: <https://summer.yonsei.ac.kr/summer/program/policy.do>

[Course Availability]

- ✓ A course will be cancelled if less than 5 students register for the course (10 for online only (on-demand) courses).
- ✓ There will be a notice regarding the cancellation of the classes after the course registration (for all), if any.
- ✓ In the event that your class is cancelled, consult the YISS team immediately.

[Note]

Yonsei Portal System (<http://portal.yonsei.ac.kr>) allows you to 1) register for courses 2) change your personal information 3) access the course evaluations to check the final grades, and 4) issue the transcript, 5) and others!

The most important thing and first step for YISS participation is a course registration. Please read this guide thoroughly and browse the Yonsei Portal as much as possible. It will help you get familiar with the system!

Log-in service for the Yonsei Portal (**not course enrollment page**) is available **from April 3rd, 09:00 KST** for your convenience. Please check the designated course registration period at the "IMPORTANT DATES" above (page 1)

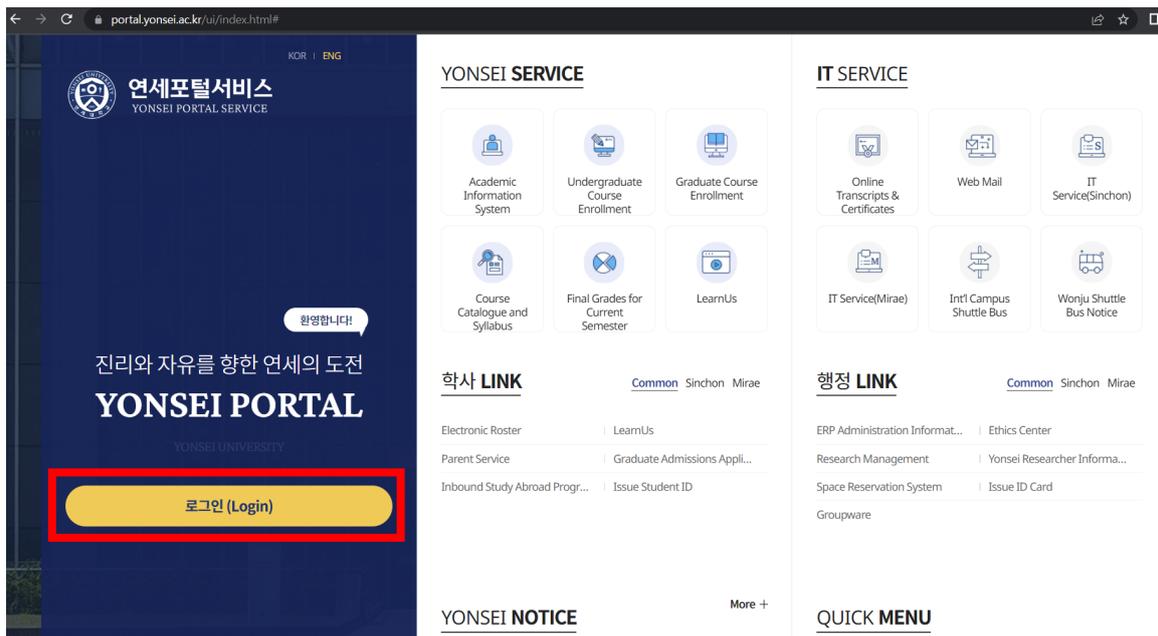
Due to high volume of emails and inquiries, ones that can be answered by this guide will not be answered via email.

HOW TO MAKE AN ONLINE COURSE REGISTRATION

- * Log-in service for the Yonsei Portal is available from April 3rd, 09:00 KST.
- * However, the “Course Enrollment” page is accessible ONLY during the designated registration period. (April 11th 09:00 ~ April 12th 17:00 KST)

[STEP 1: Yonsei Portal Log-in]

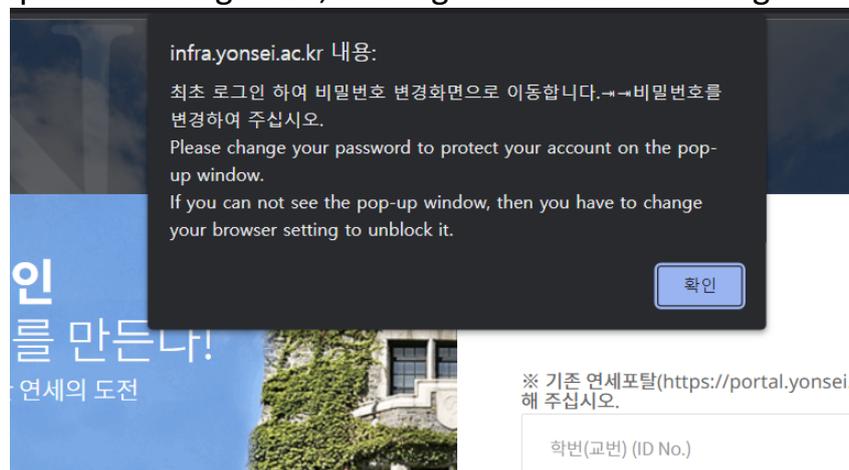
1. Go to Yonsei Portal (<http://portal.yonsei.ac.kr>), and click the “English” button for English service.
2. Click “로그인(Login)” button to log into Yonsei Portal.



Login information

- ID: YISS student ID (202484__ __)
- Initial Password: 6 digits of your date of birth (YYMMDD)
Ex) If you were born on May 29 of 2001, your password will be '010529'.

3. Change your password as guided, and log into Yonsei Portal again.



[STEP 2: Course Registration Website Log-in]

* The “Course Enrollment” page is accessible ONLY during the designated registration period. (April 11th 10:00 ~ April 12th 17:00 KST).

1. Click the “Undergraduate Course Enrollment” button on Yonsei Portal.

The screenshot shows the Yonsei Portal Service interface. On the left is a dark blue sidebar with the Yonsei University logo and user statistics. The main content area is divided into several sections:

- YONSEI SERVICE:** Contains icons for Academic Information System, Undergraduate Course Enrollment (highlighted with a red box), Graduate Course Enrollment, Course Catalogue and Syllabus, Final Grades for Current Semester, and LearnUs.
- IT SERVICE:** Contains icons for Online Transcripts & Certificates, Web Mail, IT Service(Sinchon), IT Service(Mirae), Int'l Campus Shuttle Bus, and Wonju Shuttle Bus Notice.
- 학사 LINK:** Includes links for Electronic Roster, Parent Service, Inbound Study Abroad..., LearnUs, Graduate Admissions..., and Issue Student ID.
- 행정 LINK:** Includes links for ERP Administration Info..., Research Management, Space Reservation Syst..., Ethics Center, Yonsei Researcher Inf..., and Issue ID Card.

2. Choose “English Version” for English service and Log in.

The screenshot shows the login page for Yonsei University's course registration system. The page is in Korean. It features a header with the Yonsei University logo and name. Below the header, there are two tabs: '학부' (Department) and '국제처' (International Office). The main content area is titled '연세대학교 수강신청' (Yonsei University Course Registration). It includes input fields for '학번(ID.No)' (Student ID) and '비밀번호(Password)' (Password), followed by a '로그인 (CONTINUE)' button. At the bottom, there is a link for 'ENGLISH VERSION' (highlighted with a red box) and a link for '중복로그인조치 >' (Duplicate Login Handling).

NOTE:

Your ID will be locked if you enter your password wrong for 5 times. If so, please write an email to YISS Team (summer@yonsei.ac.kr) in this case or when you forget your password. We will reset it to your birthdate(YYMMDD) again, and you will have to change it by logging-into Yonsei portal like step 1. Please indicate your student ID when sending an e-mail. Any insufficient email or phone call requests are NOT accepted.

[STEP 3: Course Registration]

1. Set the 'Major Search' information to search YISS courses and click 'Search' button.
Undergraduate Programs(default) – Study Abroad Course – International Summer School

The screenshot shows a web interface for course registration. At the top, there's a 'Notice' bar. Below it, there are two tabs: 'Major Course' and 'Wish Course'. The 'Major Course' tab is active. In the 'Major Search' section, there are three dropdown menus: 'Undergraduate Programs', 'Study Abroad Course', and 'International Summer School', followed by a '-whole gr' dropdown and a 'Search' button. Below this, there's a 'Keyword' section with a dropdown menu for 'Course Code' and another 'Search' button. The 'Course Code' dropdown is open, showing options like 'Course Code', 'Course Title', 'Professor', 'Time', 'Course outline', etc. Below the search section, there's a table of course results. The table has columns for 'No.', 'Wish', 'Grade', 'Group', 'Course Code-Sec.-Lab', 'Credit', 'Apply', 'Course EN', 'Professor', 'Time', and 'Lecture room'. Two rows are visible, each with an 'Apply' button and a 'Wish' button.

(The actual page may show some different features)

2. You can search all YISS courses by each feature in the 'Keyword' section.

- Course Code (학정번호) (e.g. IEE3293)
- Course Title (교과목명) (e.g. Strategic Management)
- Name of Professor (담당교수) ... etc

3. Click the buttons on each course to register (**Apply**) or add it to wish list (**Wish**).

Opened Course List [Identical Cours](#) [Course outline](#) [Syllabus](#) [마일리지 결과](#)

No.	Wish	Grade	Group	Course Code-Sec.-Lab				Credit	Apply	Course EN
				Identical	Overvi	Plan	Mile			
1	Wish	0	3000					3	Apply	STRATEGIC MANAGEMENT

- ◆ **Wish:** If you click on "Wish" button, the course will be added on your wish list. The wish list lasts until the end of Add & Drop Period. If you use the wish list feature to save courses, you do not need to search them again. So, it's recommended to use Wish List function for your convenience when a quick decision is needed.
- ◆ Please be sure that **the Wish List DOES NOT GUARANTEE your course enrollment.**
- ◆ **Apply:** You must click the "**Apply**" button to confirm your course enrollment.

(Cont'd)

- ◆ **Apply:** If there are enough spots to let you in, the chosen course will be added to the "List of Applied Courses". If the course is full, your choice will be applied to the "Waiting List" section.

(When successfully registered – to "List of Applied Courses")

List of Applied Courses										E_잔여학점 :0	Current Semester Credits :6(6)	Maximum Credit :6	Retake : -
No.	Cancel	Course Code-Sec.-Lab				Credit	Course <input type="text" value="EN"/>	Professor	Time	Lecture room			
		Identific	Overvi	Plan	Mile								
1	<input type="button" value="Cancel"/>	IEE1154-01-00				3	KOREAN POPULAR CULTURE AND KOREAN WAVE	Steven D Capener	Mon1,2,3,Tue1,2,3,Wed1,2,3,Thu1,2,3,Fri1,2,3	EngHB037			

(When the course is already full, it will be added to "Waiting list")

Waiting List										E_신청대기중인학점 : 3(3)
E_(확정된 내역이 아니며 기간 종료 후 신청한 마일리지에 따른 실제 배정 결과가 공개됨) ※ 개설학과에서 정원, 전공자정원, 학년별정원을 조정할 경우 실제 잔여석과 일치하지 않을 수 있음										
No.	Cancel	Course Code-Sec.-Lab				Credit	Course <input type="text" value="EN"/>	Professor	Time	Lecture room
		Identific	Overvi	Plan	Mile					
1	<input type="button" value="Cancel"/>	IEE2087-01-00				3	AI & DESIGN	LEE JIN KOOK	Mon10,11,12,Tue10,11,12,Wed10,11,12,Thu10,11,12,Fri10,11,12	Pre-recorded lecture

Applied/waitlisted courses can be deleted by clicking "Cancel" button.

NOTE:

- ◆ **Number of Courses:** The number of applied and wait-listed courses in total CANNOT exceed the number of courses you have paid.

For example, you have paid for 2 courses. If you are registered for 1 course and in waitlist for 1 course like above case, your 2 courses are fully used. In order to register/be waitlisted for another course, either one of them should be cancelled.

- ◆ **Pop-Up Messages that can appear:**

Exceeded maximum enrollment: This message appears when there is no more seat for the course chosen or credits available. Please try to choose other courses instead or delete courses either in Waiting list or Applied List. Sometimes additional space can be arranged later.

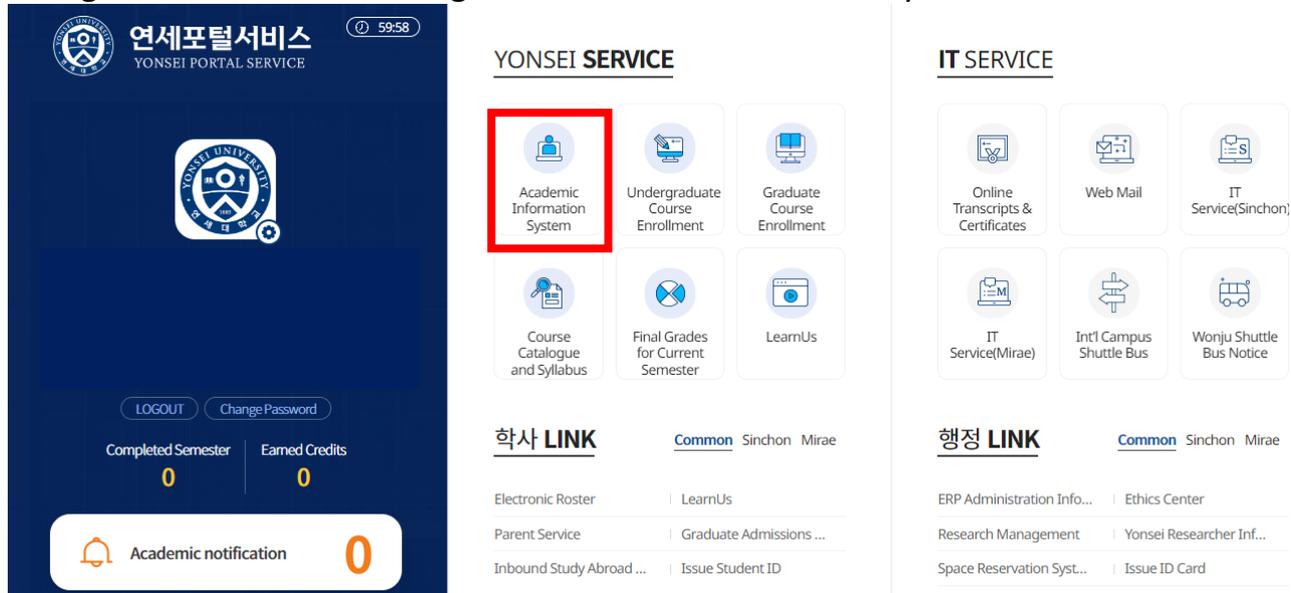
There is a time overlap in the course selection: This message appears when the chosen course is overlapped with registered course in the certain period. The online registration system does not accept collapsed enrollments in the same period. Students should choose one course for each period.

Your browser can be logged out if someone tries to log in by same student ID at another place. Then please try log-in again and check your password. Or please delete the browsing history of your internet and try again.

COURSE REGISTRATION CONFIRMATION

After course registration is done, do not forget to check **THE COURSE LIST** and **TIMETABLE** to confirm your course registration result.

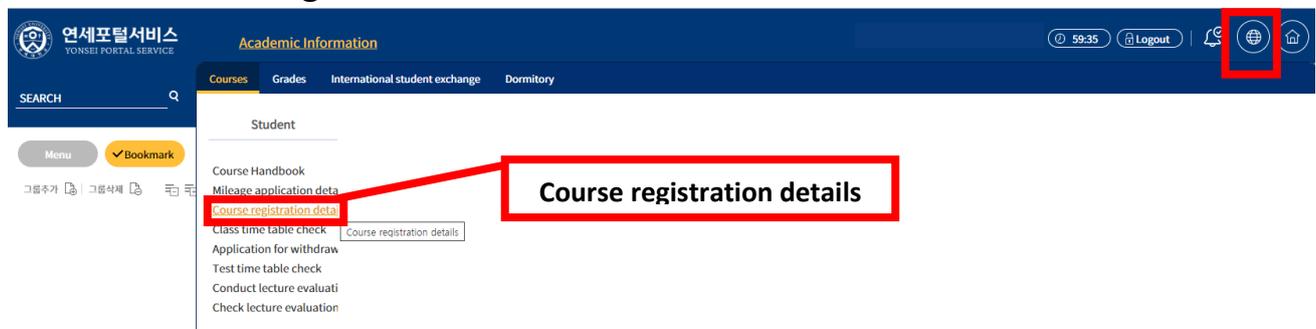
1. Log into Yonsei Portal and go to Academic Information System



The screenshot shows the Yonsei Portal Service homepage. On the left is a user dashboard with 'Completed Semester' (0) and 'Earned Credits' (0), and an 'Academic notification' (0). The main area is divided into 'YONSEI SERVICE' and 'IT SERVICE'. In the 'YONSEI SERVICE' section, the 'Academic Information System' icon is highlighted with a red box. Other services include Undergraduate Course Enrollment, Graduate Course Enrollment, Course Catalogue and Syllabus, Final Grades for Current Semester, and LearnUs. The 'IT SERVICE' section includes Online Transcripts & Certificates, Web Mail, IT Service(Sinchon), IT Service(Mirae), Int'l Campus Shuttle Bus, and Wonju Shuttle Bus Notice. Below these are '학사 LINK' and '행정 LINK' sections with various links for Common, Sinchon, and Mirae.

2. You can change the language to **English** (🌐) on the right top side.

3. Check 'Course registration details' under 'Courses' tab.



The screenshot shows the 'Academic Information' page with the 'Courses' tab selected. The 'Course registration details' link is highlighted with a red box. A red arrow points from a text box labeled 'Course registration details' to this link. The top right corner shows a language selection icon (🌐) also highlighted with a red box. The page lists various course-related links such as Course Handbook, Mileage application details, Class time table check, Application for withdraw, Test time table check, Conduct lecture evaluation, and Check lecture evaluation.

▶ Due to technical issue, timetable may not be visible for some students. Please confirm your registration result at 'Course registration detail' tab or list of applied courses on course enrollment page.

2024 YISS COURSE LIST

*** ALL COURSES except online lectures are IN-PERSON.**

*** The course list may change, so it is student's responsibility to check the most up-to-date information.**

*** 2024 YISS Course List:**

<https://summer.yonsei.ac.kr/summer/notice/notice.do?mode=view&articleNo=181117&article.offset=0&articleLimit=10>

*** How-to-Check Syllabus ***

1. Go to <https://summer.yonsei.ac.kr/summer/program/general02.do>
2. Scroll down to the end of page
3. Go to Academic Fields

Academic Fields

Schedule	Course	Academic Fields	Code	Section	Period	Professor	Syllabus
6 WEEKS	YONSEI SUMMER INTERNSHIP		IEE3601	01	TBA	JON SODERHOLM	
6 WEEKS	LIFESPAN DEVELOPMENT	Social Sciences	IEE3604	01	2(11:00-12:40)	ANSUK JEONG	
6 WEEKS	LEGAL THEORY: LAW AND PHILOSOPHY	Social Sciences	IEE3378	01	3(13:30-15:10)	JOHN S.W. PARK	
6 WEEKS	REAL LAW AND ORDER	Social Sciences	IEE3351	01	2(11:00-12:40)	DANNY CHUN	
6 WEEKS	INTRODUCTION TO PSYCHOLOGY	Social Sciences	PSY2103	12	2(11:00-12:40)	DONG-WON CHOI	
6 WEEKS	INTRODUCTION TO MEDIA STUDIES	Social Sciences	COM1101	11	2(11:00-12:40)	NAMKEE PARK	
6 WEEKS	INTRODUCTION TO INTERNATIONAL RELATIONS	Social Sciences	POL1003	11	2(11:00-12:40)	IL-HYUN CHO	
6 WEEKS	SOCIAL PSYCHOLOGY	Social Sciences	PSY3111	12	1(09:00-10:40)	BORA KIM	
6 WEEKS	RACE AND LAW	Social Sciences	IEE2085	01	1(09:00-10:40)	JOHN S.W. PARK	

*** Courses offered, schedules and classroom are subject to change.**

COURSE SCHEDULE

6-Week Track (Jun 27 ~ Aug 6)

YISS Period	Class Hours	Yonsei Portal Period
Video Lectures (Online Only)	Flexible	Pre-recorded video lectures are provided. Students can take each class at their own convenience.
1	09:00 ~ 10:40	1, 2
2	11:00 ~ 12:40	3, 4
3	13:30 ~ 15:10	5, 6

- Courses are subject to change without prior notice. Classes are held 4 days a week (Mon, Tue, Wed, and Thurs).
- IEE2093 THE UN, INTERNATIONAL CIVIL SOCIETY, AND NORTH KOREAN HUMAN RIGHTS is the only real-time online lecture available for 6-week track.

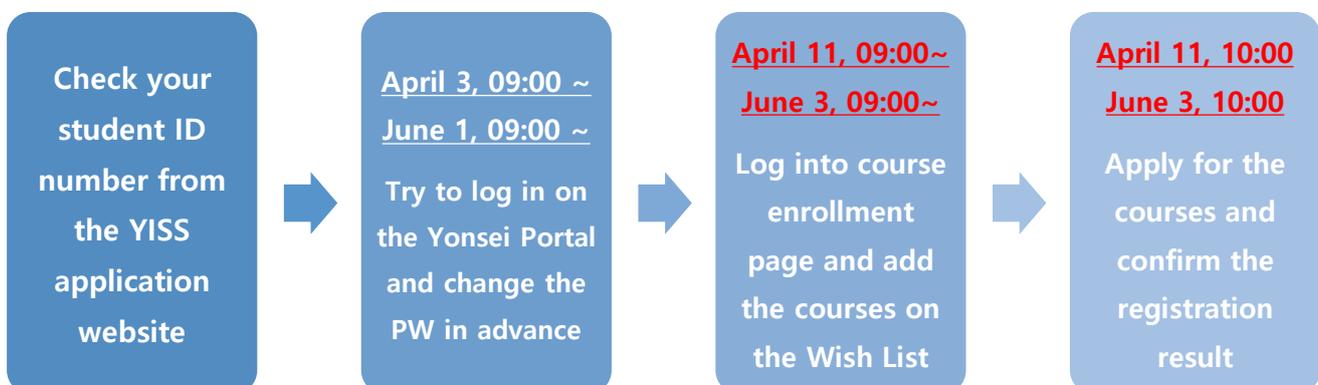
4-Week Track (Jun 27 ~ Jul 23)

YISS Period	Class Hours	Yonsei Portal Period
Video Lectures (Online Only)	Flexible	Pre-recorded video lectures are provided. Students can take each class at their own convenience.
1A	09:30 ~ 11:30	1,2,3
2A	13:00 ~ 15:30	5,6,7

- Courses are subject to change without prior notice. Classes are held 4 days a week (Mon, Tue, Wed, and Thurs).

TIPS FOR COURSE REGISTRATION

This is recommended action model by timeline (Korean Standard Time).



MOST FREQUENTLY ASKED QUESTIONS

Section 1: Yonsei Portal / Before Course Registration

1. Where do I apply for courses? How do I log into the Yonsei Portal?

- A. Course registration will take place via the Yonsei Portal's Course Enrollment System (<http://portal.yonsei.ac.kr> → **undergraduate course enrollment**).

Your login ID will be your YISS Student ID number (202484****) and your temporary login password will be your birthday in YYDDMM format. (For example, if your birthday is January 2, 2003, your temporary password will be 030201).

*You MUST create a new password after logging in with the initial one. Make sure to take a note of this password to not forget or lose!

*Practice logging into the Yonsei Portal in advance *before* the course registration period begins to ensure you can log in successfully.

2. Where can I find my YISS student ID number?

- A. Log into the YISS website (<https://summerapply.yonsei.ac.kr/>) → Application Details → Application Status → Student ID

3. What if I lock myself out of my account?

- A. Email the YISS team at summer@yonsei.ac.kr for a temporary password/reset. Please note, due to the high volume of inquiries during the course registration, we will not be able to get back to you immediately. Please always be careful to log in to avoid locking yourself out of the Portal.

4. How do I change the language settings to English?

- A. Yonsei Portal: Click the globe icon () on the top right side of the page. DO NOT use external translators such as Google which may cause confusion.
- B. Undergraduate Course Enrollment: (Pre-login) Click on "English version" when logging in / (After login) Click on the globe icon () on the top right side of the page.

5. Can I apply for a course with prerequisites?

- A. Yes, but please check the syllabus beforehand.

6. How do I choose a level for the Korean language course?

- A. Self-assess your level with the syllabi on the YISS course list. Students who enrolled in the Korean language courses will be asked to take a placement test. If you are eligible for the course that is different from the one you registered for, the YISS team will adjust your course registration to the appropriate one.

7. What else should I do to prepare for course registration?

- A. Create a list of desired courses (wish list), keep in mind the name of courses, course codes, and the course time. Make sure that you have access to stable internet connection and a computer environment.

Section 2: During Course Registration

1. Can I apply for courses before/after the course registration period?

- A. You can ONLY apply for the courses during the designated enrollment periods. You CANNOT register for courses if you miss course registration.

2. How does wish-listing work?

- A. Wish-listing allows you to organize your desired courses in advance. The wish-listing period will be available one hour prior to course enrollment. NOTE THAT WISH-LISTING IS DIFFERENT FROM ACTUALLY APPLYING FOR CLASSES.

3. How do I tell what time a course is or whether it is online?

- A. The Yonsei Portal and YISS website periods will look slightly different. Please refer to the "COURSE SCHEDULE" at the page 9.
- B. Online courses are marked "video lecture" or "online only". All other courses are offline courses.
- C. You CANNOT apply for courses with overlapping times at the same time.

4. Can I add more classes on the day of course registration?

- A. Students cannot apply for more courses than they paid tuition for. If you wish to apply for more courses, please contact summer@yonsei.ac.kr AS SOON AS POSSIBLE. You CANNOT apply for courses after the registration period is over.

5. How can I check whether I have successfully enrolled in a class?

- A. Courses that you have successfully enrolled in can be found through "List of Applied Courses" menu of the course enrollment page. You may see how many credits you successfully registered for next to "Current Semester Credits".

6. Why am I on the waiting list? How does the waiting list work? Can I get into an already-full course?

- A. Students are placed on the waiting list if there are no available seats remaining in the course. Students on the waiting list can be moved into the course ONLY IF other students drop the class. Be on the waiting list does NOT guarantee your registration.

The waiting list is reset after every course registration/add-drop round. (It does not carry over to the 2nd round of registration or add/drop.)

7. I'm still on the waiting list (I haven't enrolled in my maximum number of classes yet) Why can't I apply for another course?

- A. The Portal only allows students to apply for their maximum number of credits. You must drop one of your waitlisted courses in order to apply for a different one.
*Please make your Plan B and Plan C courses in case you fail to enroll into a class.

Section 3: After Course Registration

1. I want to change, add, or drop my classes. How can I do this?

- A. Log back into the course enrollment page during the designated course add/drop period. To cancel or add courses, please do the same way you did during the course registration period.

2. I missed the course registration period. Can I still apply for courses?

- A. Your final chance to apply for courses is the course add/drop period. However, your desired classes will likely already be full. The YISS team cannot enroll you into a full course. After the add/drop period, you are no longer able to enroll in any courses.

3. If I didn't get into a class, can I audit it?

- A. No, YISS does not allow the auditing of courses.

4. Can I get a refund if I decide to take fewer credits than I paid tuition for?

- A. Please check the refund policy: <https://summer.yonsei.ac.kr/summer/program/refund.do>

CONTACT INFORMATION

YISS Team

Email: summer@yonsei.ac.kr

Tel: +82-2-2123-3535, 3985

When you contact us, please provide the following information:

- A. Your name
- B. YISS student ID number
- C. A screenshot of the problem you encountered
- D. A short explanation of what you need help with.

Get ready for your summer journey at Yonsei! 😊