

# Course Enrollment Guide

## Online Course Registration

**10am on June 4 ~ 5pm on June 5 (Korean Time)**



**YONSEI INTERNATIONAL SUMMER SCHOOL**

## 1. Regulations

### Course Availability

A course will be cancelled if less than five students register for the course. In the event that your class is cancelled due to the five student minimum policy, please consult with us immediately regarding alternate course registration ([summer@yonsei.ac.kr](mailto:summer@yonsei.ac.kr)).

**All courses have a maximum number of students, and spaces are reserved on a first-come, first-served basis. If there are more students than spaces available, you will be asked to register for an alternative class.**

### Course Load

Minimum: 6 Credits (2 Courses)

Maximum: 9 Credits (3 Courses)

**\* All YISS students must take 2 courses and can take up to 3 courses.**

\* Students cannot withdraw below the 2-course requirement.

\* Transcripts will not be issued for students who register for less than 6 credits (2 courses).

\* Internship program participants can only take 2 courses including the Internship program.

In order to complete a full semester's work in only six (four) weeks, YISS courses are highly intensive and fast paced.

For six-week courses, classes meet two class hours (100 minutes) each day (three class hours for Korean Language classes), four days a week (Mon ~ Thurs), for 6 weeks (46 in-class hours per course, 69 for Korean Language Course).

For four-week courses, classes meet three class hours (150 minutes) each day, four days a week (Mon ~ Thurs), for 4 weeks (46 in-class hours per course).

Course requirements include a mid-term examination, a final examination, and often a term paper, although the choice remains up to individual professors.

### Academic Calendar

	6-Week Track	4-Week Track
Online Course Registration	June 4 ~ 5	
Classes Begin	July 2	
Course Add & Drop	July 2 ~ July 3	
Course Withdrawal	July 22 ~ 23	July 15 ~ 16
Classes End	August 8	July 25
Course Evaluation	August 6 ~ 9	July 23 ~ 26
Grades Check/Correction	August 14 ~ 16	July 31 ~ August 2

**6-Week Track Korean Language Courses (Not include Korean(1))**

Class time: 15:20 ~ 18:00 (Mon, Tue, Wed, Thu)

**How to register**

June 4 ~ 5	Course registration on-line through portal.yonsei.ac.kr
July 2	Placement Test at 15:20, Room 121, KLI (Map #621) (Room 105, KLI for those students that wish to take Beginning Korean Language I course)
July 3	Announcement of the placement test results will be posted in the lobby of KLI Building around 13:30.
July 2 ~ 3	If registered course is different from the placement test result, you must change it during the course add/drop period through portal.yonsei.ac.kr

**\* The Korean Language Placement Test is compulsory for all students taking the Korean Language Class including beginners.**

**\* Please register the Korean Language course during the course registration period (June 4-5), if you want to take. If not, it is not available to take the course.**

**Korea Summer Internship Program Participants**

If you are selected to participate in the Korea Summer Internship Program, please note that your class will already be added to your course enrollment. Korea Summer Internship is counted for 3 credits and will be indicated on the transcript along with your other YISS course.

**Internship program participants can only take 2 courses including the Internship program.**

**Class Period****6-Week Track (Jul 2, 2019 ~ Aug 8, 2019)**

Period	Class Hours	Yonsei Portal Period
1	09:00 ~ 10:40	1, 2
2	11:00 ~ 12:40	3, 4
3	13:20 ~ 15:00	5, 6
4	15:20 ~ 17:00	7, 8 7,8,9 (Korean Language Course)

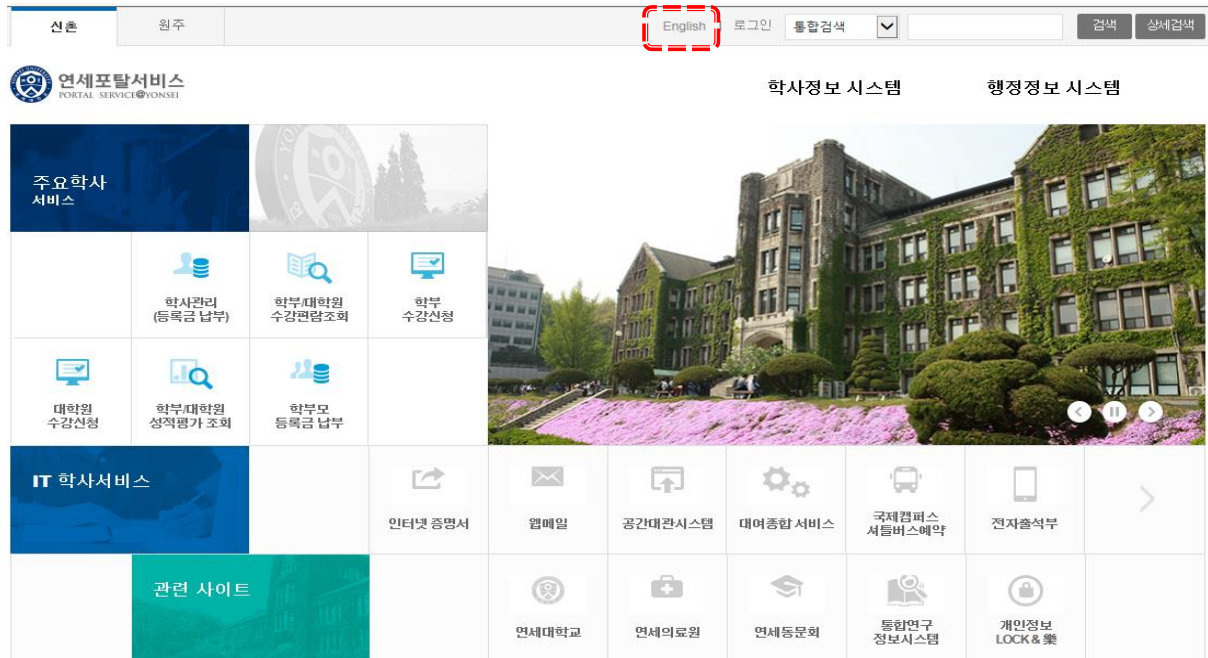
**4-Week Track (Jul 2, 2019 ~ Jul 25, 2019)**

Period	Class Hours	Yonsei Portal Period
1A	09:30 ~ 12:00	1,2,3
2A	13:30 ~ 16:00	5,6,7

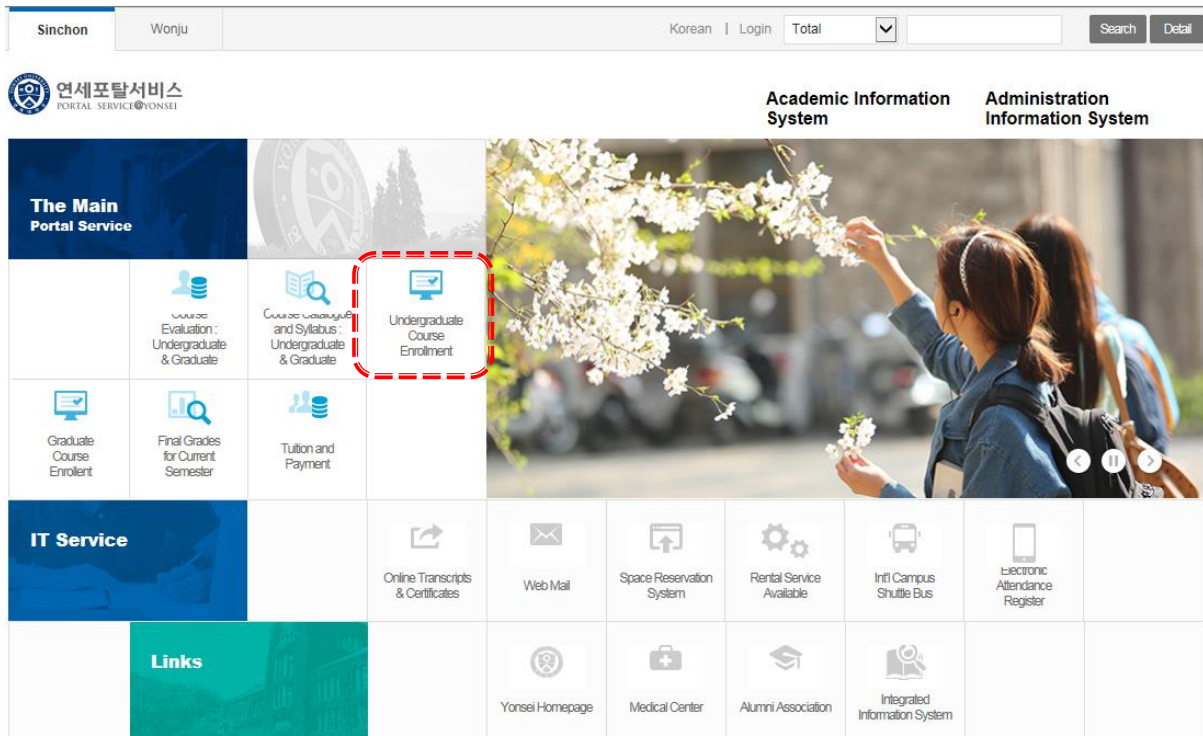
## 2. Online Course Registration: [portal.yonsei.ac.kr](http://portal.yonsei.ac.kr)

\* The Yonsei portal system will be accessible only during the registration period.

① Go to Yonsei Portal ([portal.yonsei.ac.kr](http://portal.yonsei.ac.kr)), and click the "English" button on the top right corner for English service.



② Click on the "Undergraduate Course Enrollment" banner.





⑤ Add a course by clicking the code No. or the **Apply** button on the course list.

Delete a course by clicking on the **Cancel** button of the Course Enrollment Results.

The screenshot shows the '2015 Winter Abroad at Yonsei' portal. At the top, there is a 'Notice' bar and a 'Logout' button. Below is a search section with filters for 'Major Search' (Undergraduate Programs), 'Supplementary Term' (International Winter), and 'Keyword Search' (Course Code). A table of course lists is displayed with columns for 'Wish List', 'Grade', 'Unit', 'Course Code-Sec.-Lab', 'Apply', 'Course Title', 'Credits', 'Instructor', 'Time', 'Room', 'Remain', 'Total Waiting', 'Ref.', 'Major Remaining', and 'Remaining by each grade' (1, 2, 3, 4). A red dashed box highlights the 'Apply' button and the 'Course Code-Sec.-Lab' column, with a text overlay: 'Click Code or Apply No. to add'. Below the course list is a 'Confirm List' section with a 'Cancel' button highlighted by another red dashed box and the text: 'Click Cancel to delete'. The 'Confirm List' table shows one course: 'SOC3202-01-00 SOCIAL THOUGHT' with a 'Cancel' button next to the course code.

⑥ Confirm the courses you have enrolled in at "Course Schedule" tab before logging out.

The screenshot shows the '연세포탈서비스' (Yonsei Portal Service) main page. At the top, there is a navigation bar with 'Sinchon' and 'Wonju' locations, a login status 'You are logged in (password change)', and a 'Logout' button. A search bar is also present. The main content area features a grid of service tiles. A red dashed box highlights the 'Academic Information System' tile, with a text overlay: 'Select Academic Management System'. To the right, a vertical menu lists various services under 'Academic Information System' and 'Administration Information System'. The 'Academic Information System' services include: Academic Management System, Non-Degree Special Programs, Electronic Attendance Register, Center for Educational Development and Services, Institute of Language Research and Education, and Leadership Center. The 'Administration Information System' services include: YSCEC, Issue Student ID, Career Support, Central Library, and Counseling Center. Other service tiles include 'The Main Portal Service', 'Final Grades for Current Semester', 'Course Catalogue and Syllabus', 'Graduate Course Enrollment', 'Course Evaluation', 'Tuition and Payment', 'IT Service', 'Online Transcripts & Certificates', 'Web Mail', 'Space Reservation System', 'Rental Service Available', 'Intr Campus Shuttle Bus', 'Electronic Attendance Register', 'Links', 'Yonsei Homepage', 'Medical Center', 'Alumni Association', and 'Organizations Links'.

## Important Notice

Please note that the following messages may pop up during course registration.

- ◆ ***Exceeded maximum enrollment:*** This pop-up message appears when there is no more space for students in the class. Please try to choose other courses instead. Sometimes additional space can be arranged later during Add/Drop period.
- ◆ ***There is a time overlap in the course selection:*** This pop-up message appears when a student registers for two courses of the same period. Our online registration system does not accept double enrollments. Students should make a choice of one course for each period.

\* **Please check the length of the course. There are 4-week courses and 6-week courses. Schedule for 4-weeks courses and 6-weeks courses are different. If you select 4-week track program on your online application form, then you are not allowed to register the 6-week course.**

\* **Please register the Korean Language course during the course registration period (June 4-5), if you want to take it. If not, it is not available to take the course.**