2021 Spring Semester Course Registration

▣ Registration period

Please register your courses during the following times.

For current students:	From 15 February 14:00 to	19 February 23:59
For new students(grad):	From 22 February 18:00 to	23 February 23:59
For new students(undergrad):	From 22 February 16:00 to	23 February 23:59

▣ Course Add/Drop

You may add or drop your courses online by logging onto your Portal System.

No documentary process is needed.

From 2 March 10:00 to 15 March 23:59

▣ Course Withdrawal

Any student wishing to withdraw his or her course needs to submit a *Course Withdrawal Application Form* to the Section of Student Services.

From 16 March 10:00 to 9 April 18:00

▣ Course Information: Please refer to the Course Registration web page.

(https://zeus.gist.ac.kr/sys/lecture/lecture_main.do)

▣ Contact Information

For general inquiries, call the Section of Academic and Student Affairs (☎ 2057)

For technical issues, call the Section of Information Technology (☎ 2074)

▣ Notice

- Courses offered during the summer semester are not counted towards your graduation requirements for August. Therefore, you must complete the required credits by the spring semester in order to graduate in August of 2021.

- (Graduate students) The number of credits registered for each semester for graduate students shall be between 9 and 12 (If less than 9 credits are earned during the semester, your scholarship will not be provided for the next semester)   * But this rule is not applied in the last semester before graduation.

- (Undergraduate students) The number of credits registered for each semester for graduate students shall be between 11 and 21 (If less than 11 credits are earned during the semester, your scholarship will not be provided for the next semester)   * But this rule is not applied in the last semester before graduation.

- Please submit the Course Registration Form (print from the Portal System) to your department office after finishing registration.   * Double-check your registered courses before submitting.

- International students are exempt from English courses for graduation. However, any student wishing to take English courses as an elective needs to submit an additional Course Registration Request with your advisor's signature to the Language Education Center (College B 102, ☎ 3703).
  * Seats are not guaranteed and will be based on availability.

- 'Trading or selling' including related attempts (posts, notice, etc.) for courses is punishable.

- Registration of courses using macros (programs, auto mouse, apps, etc) is punishable.
  → If you click 7 times consecutively on the same subject, a security popup window will open and you will have to enter the security code to continue.

※ Trial registration is available **From 2 February 14:00 to 5 February 23:59**

Trial Registration

How Can Trial Registration Help?

With the trial registration, you can experience and check the course registration process.

Additionally, you can optimize your PC settings if necessary for successful course registration.

How to Join?

Simply log onto your PORTAL system as you would normally do for your course registration.

Important Note:

Trial registration is NOT the final confirmation of your registration. Your registration history made during the trial registration will be completely deleted. **You MUST register officially during the regular course registration period.**

Registration Website: *https://zeus.gist.ac.kr/sys/lecture/lecture_main.do*

<Form>

Additional Course Registration Request

수 강 신 청 서 (추가등록)

Department		Student No.	
Name			

<Course>

No.	Crs. Type	Crs. Code	Title	Credit	Instructor Name	Instructor Signature

<Reason for Request>

Pursuant to Article 31 of the Student Regulation, the applicant requests registration to the above courses.

Date　　　　.　　　.　　　.

Applicant :　　　　　　　　　　Signature