Yonsei Graduate School of International Studies
Course Registration Guideline for Spring 2024
(for KSP & Global Studies (PIC/ITFM) students)

▪ All GSIS students are required to register for courses via Yonsei Portal Service (http://portal.yonsei.ac.kr) during the course registration period. Please refer to the information below for course registration for Spring 2024.

1. Course Registration Period for Incoming & Current Students:
Feb. 14 (Wed.) ~ 20(Tue.) *First-Come-First-Serve System

2. Detailed Schedule

First Registration Period	Feb. 14, 10:00 ~ 15, 08:00 KST
System Break	Feb. 15, 08:00 ~ 10:00 KST (Course Registration WILL NOT be available during this time)
Second Registration Period	Feb. 15, 10:00 ~ 20, 17:00 KST

3. Please read the following information very carefully

A. During the **FIRST registration period**, **each course will ONLY be available to students within the major of the field that the course is affiliated with.**
(Feb. 14, 10:00 ~ 15, 08:00 KST)

B. **Details on how the system works- this is very important, so please keep this in your mind throughout the registration period.**

1) Courses that are listed as **"CORE"** will be **available to ALL STUDENTS** throughout the period.

2) Courses that are listed as **"Electives"** will be **available to ALL STUDENTS** throughout the period.

3) Courses that are affiliated **solely with "KSP or PIC or ITFM"** will be **available to STUDENTS WITHIN THE SPECIFIC MAJOR ONLY during the first registration period. (Feb. 14, 10:00 ~ 15, 08:00 KST)** It will then become **available to ALL STUDENTS during the Second Registration Period (Feb. 15, 10:00 ~ 20, 17:00 KST)** after the short system break (Feb. 15, 08:00 ~ 10:00 KST)
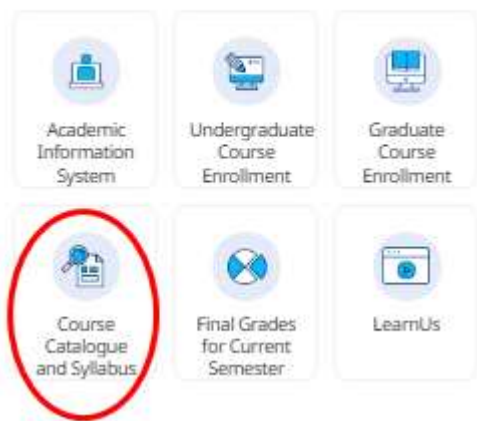
4) Courses that are **cross-listed (ex. ITFM & PIC or KSP & PIC)** will be **available to STUDENTS IN BOTH OF THE CROSS-LISTED MAJORS during the first registration period. (Feb. 14, 10:00 ~ 15, 08:00 KST)** It will then become **available to ALL STUDENTS during the Second Registration Period (Feb. 15, 10:00 ~ 20, 17:00 KST)** after the short break (Feb. 15, 08:00 ~ 10:00 KST)

4. Course Selection

A. Course Catalogue and Syllabus

You can browse our course catalogue and view syllabi on Yonsei Portal Service. http://portal.yonsei.ac.kr

- • Yonsei Service→ Course Catalog and Syllabus

- • Set Category > Graduate Programs,

- • College > Grad. School of Int'l Studies

- • Click "Search" to see the full list, then click on the purple icon under "Plan" to see the syllabus.

*Course Codes that begin with GCC or GCD are NOT for Korean Studies/Global Studies(PIC, ITFM) students. DO NOT take these courses unless you have consulted with the office first.

5. Notes

A. First semester students are recommended to take **"CORE Courses"** during the first semester to fulfill the core course requirements. It is essential to fulfill this requirement during the first semester to receive various scholarships from the 2nd semester (Dean's Scholarship & Financial Aid).

B. Courses with the identical codes are considered to be the same; if you take the same course twice, it will count as a "retake". In this case, only one of them shall be counted into your record. ※**You are only allowed to repeat a course once if you received a 'F' from the course.**

C. GSIS students can register up to 15 credits (5 courses) per semester. However, starting from the entering class of '22 (students who entered GSIS after February, 2022), students who received GPA of 4.15 or higher from the previous semester can enroll up to 18 credits (6 courses), and **those who fulfill the graduation requirements within 3 semesters are eligible to graduate without completing the 4th semester**.

D. **If you are taking an extra semester (5th semester ~) for writing thesis or for extra credits** your tuition fee will be charged based on the number of credits you are registered for. You can print out your tuition bill during the Course Add & Drop period.

1) Course Add & Drop Period: Mar. 6 (Wed.) ~ 8 (Fri.)
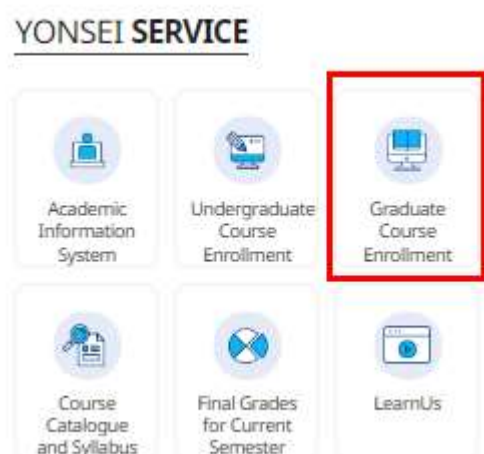
2) Calculation of Tuition fee for extra semester

① 0 credit: 12% of tuition

② 1-3 credits: 1/3 of tuition

③ 4-6 credits: 2/3 of tuition

④ 7 credits or more: full tuition

D. You are required to take at least ONE course to stay registered.

6. ONLINE COURSE REGISTRATION

A. How to Register for Graduate Courses
1) Go to Yonsei Portal (http://portal.yonsei.ac.kr) and click **"Graduate Course Enrollment"** on the Yonsei Service menu. **(This service will become available from 10:00 am on the first day of the course registration period.)**

2) Login with your student ID and password (Default password: your date of birth, 6 digits in YYMMDD order).

3) Read the notice before you start.

4) Select the department first, then click "Search" to check the list of available courses. You can register for a course by clicking "Apply" button. The list of enrolled courses will appear at "Course Registration Details". To cancel your registration, you need to click the "Cancel" button on the list.

7. Other Course-related Dates

A. Course Add & Drop Period: Mar. 6 (Wed.) ~ 8 (Fri.)

B. Course Withdrawal: Apr. 1 (Mon.) ~ 3 (Wed.)

※ Withdrawn courses will be marked 'W' in the Transcript.

※ Tuition is not refundable even in the case of course withdrawal