2022
School of Media & Communication
Freshman Orientation

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School of Media and Communication

Administrative Faculty of the School of Media and Communication

- Undergraduate · Media Graduate School Head (Director)   Park, Eun Jeong

- Undergraduate   Jeong Bo Kyung

- Graduate Studies   Sujin Kwak

- Media Graduate School   Oh, Kyu Hwan

Information on School Portal and Information Retrievals Sites

Important Internet Websites

1. KUPID (http://portal.korea.ac.kr): Korea University's Portal Site (Accessed with a SINGLE-ID or Portal ID & Password)

- This website gives students access to various to information about campus life and includes sub-wares such as: *Information Depot*, *Scholarship Application*, *Class*, *Registration&Graduation*, *Info Depot*, *Bulletin*, *Community*, and *Knowledge*, etc.

- Application & Usage of Korea University Portal System (KUPID) : Available from 1 September.

   - Learning management system(KULMS/Blackboard): Course subjects, syllabus, task submission, Q&A, etc.

   - Tuition/Scholarship (Tuition Stub/Tuition Payment Status, Scholarship/Student Loan Recipients, etc.), Course (Course Registration and Registration Details, Major Subjects/ General Education Subjects/ Similar Subjects, Prerequisite Subjects, Course Locations), Registration/graduation (reference and correction of academic matters, performance check, status check of graduation requirements, graduation statement, etc.)

   - Info Depot: Public Survey, Access to KU Library Website, Search Faculty (Information about Professors, Employees, Lecturers), IP Address Registration/Return, Internet Certification Verification System, etc.

   - Bulletin: Notice (School Affairs, Scholarship Registration, Posts of important Information needed for school life). Public Square, In·Out-of School Events, Questions regarding Information Data Processing, School Life, Etc.

   - Community: Make Community, Popular Community, New Community, Notice, Message

   - Knowledge: Class/Research, Administration (Information about various administrative work), Professional information.

■ Career Development Information: Various information on Full-time Employment Opportunities, Information about Tutoring and On & Off- Campus Part-time Job Opportunities, Head hunting, Internet Job Fair, Personal Information Management, Special Member Company Information, Job Information Bulletin, Information about Companies, Part-time jobs, Recommended books regarding employment, Cyber MBA, Employment Guide, All Information Regarding English-Speaking Interviews, Additional Services, etc.

- Students will be able to utilize the portal site from 1 September by registering with a SINGLE-ID on the home page of KUPID.

2. Course-Registration System: (http://sugang.korea.ac.kr) Students are only able to use during course registration period (First Login will require you to enter your Student ID Number (ID) and Last 7 Digits of your Resident ID/Alien Registration Number—*Log in with your Student ID number and KUPID password subsequently)*

3. Korea University Homepage (http://www.korea.ac.kr) Academic Calendar, Information and Notices

- **Notices :** Various on-campus events and University Work

   ■ **We hope students will refer to this site frequently as the most recent information about Student Life is posted on here so that students will not be inconvenienced or face any disadvantages.**

   ■ **About KU :** Introduction to KU, Matriculation Information, Undergraduate/Graduate Information, Research Institution Information, Student Life Information , International Exchange Information, Convenience, Welfare, Facilities, Information, Institutional Facilities, Information

   ■ Academics : Academic Calendar, Certificate Issuance, Majors/Curriculum, Enrollment/Scholarships, Education program, Contact/forms, Go to Academics

   ■ Campus Life : Student Activities, Facilities information, One-Stop service center, health center, Medical Support

   ■ KU Newsroom : News, How the Press Sees KU-NEWS, Notice. etc

4. KU Library Address: http://library.korea.ac.kr/index.jsp

5. School of Media and Communication Homepage: http://mediacom.korea.ac.kr

6. How to Access Important Information on the KU Homepage:

   ➤ Finding University Catalogue: Home > About KU> School Regulations

   ➤ Academic Calendar: Home > Academics > Academic Calendar

   ➤ Information on Military Affairs/Conscription: Bottom of the home → Main site → Korea University Military Manpower Administration (http://military.korea.ac.kr/))

   ➤ Information on Employment/Career Counseling: Home>Campus LIFE>Student Support>Employment/Career Counseling

➢ One-Stop Service: Home>Campus LIFE>Student Support>One-Stop Service

➢ Student ID: Home>Campus LIFE>Student Support>One-Stop Service>Issuance of Student ID & International Student ID

➢   Minor/Double Major/Double Degree: Home>Academics>Major/Curriculum

➢   Information on Scholarships (On/Off-Campus Scholarships): Home>Academics>Enrollment/scholarships

➢   Handling of Leave of Absence/Return: Home>Admissions

➢   International Exchange Team Homepage: http://studyabroad.korea.ac.kr (Info about Exchange Student Programs)

7. From 2017 "Human Rights and Gender Equality Education" has become compulsory. It is a prerequisite for graduation(According to Rule No.43 of educational courses).

▷ The "Educational Courses Composition and Operation Rules" was revised on Dec. 7th, 2017. According to Rule No.43 freshmen enrolled from 2017 and so on must complete the courses of "Human Rights and Gender Equality Education"(The courses are provided on an annual basis. Each student must take the courses for totally 4 times before graduation).

▷ The courses are taught on-line. Log into (http://kulms.korea.ac.kr)fh and apply for the courses before listening to the lectures.

▷ To check whether or not you have completed the courses, you can go to portal>class>current state of educational completion

◎ **Keep in mind before making a telephone inquiry**

1. Before making a phone call please thoroughly look through the school homepage, portal site, and information guide book to attain information. If you have any questions after doing so, then please make an inquiry.

2. Before inquiring, you must state your MAJOR, STUDENT ID NUMBER, and NAME.

※ **Administration Office (Media Hall Rm. 201)**

　Academic Affairs (3290-1403) : Course Registration, Subject Management, Grade Management, Graduation/Student Info Management, Reentrance, Minor, Interdisciplinary Major, Double Major, Double Degree, etc.

※ **Administration Office (Media Hall Rm. 201)**

Major	Phone Number	Office
Media & Communication	3290 - 2250	Media Hall Rm. 308

※ **Other Department Phone Numbers**

Media & Communication Reading Room		Media Hall Rm.101
Woodang Hall Information Center	3290 - 1751	Woodang Hall Rm.111
Media Hall Information Center	3290 - 1809	

※ **Info on Course Equipment Rental** (Student ID or Identification Card will be kept and returned when equipment is returned)

① Beam Projector, Mike, Epidiascope, OHP, Remote Control, Pointer, Etc. are available for rental at the Department Office. After lectures begin, an individual can be designated to be in charge of the equipment. Upon the professor's request a student can go to the department office and submit their student ID in exchange for equipment needed for class. After class has ended the equipment must be returned right away and the student ID will be returned.

② Place of Rental: Administration Office (3290-1404)

※**Registration for Classroom Use (The registration for classroom use is not available during this semester due to the Covid-19 situation)**

　Students can register in advance at the School of Media and Communication department Office to use classrooms for their self-help activities. Facilities can be registered for us from Mon-Fri 18:30-22:00 (excluding Saturdays, Sundays, and public holidays). Classrooms that have official lectures being held must be used after lectures are over.

① **How to register:** Please check the status of the meeting at least one week before use, confirm that the classroom and the time that can be reserved, and then submit the meeting report to get permission. Submit the receipt to the information center on 1st floor of the Media Hall so that the building will be informed of the access of the room that day and also be able to lock the used classroom after use

② **Please note:** Applications for classroom use can only be made on a weekly basis. Applications for long-term use are not allowed and can only be used for authorized use. After use, please return the classroom's state to its original and throw out all trash.

③ **Classroom Use Priority:** Requests from School (Admission & School Events- are prioritized before any bookings)>Makeup Lectures & Examinations>Department Events & Seminars> Stud

　* If booking overlaps with an event that is prioritized, it may be cancelled.

④ **Prohibited Classroom Use:** Special lectures held by outside companies, Meetings held by religious

groups, Drinking, Gambling, and Noise Inducing activities.

※ **Media Hall Opening Hours:**
1) Weekdays - 07:00~23:00,   2) Saturday, Sunday, Public Holidays- Closed 24 Hours
You can use your student ID card to enter during times of closure, and call 3290-1919 in case of emergency.

※ **Media Hall Facilities of Convenience**
 1stfloor Lounge: Café, Computer, Copy Machine, Printer
You can use the printer and copy machine located on the first floor)

Guidance on School Affairs of the School of Media and Communication

1. Academic Affairs Business

1. **Curriculum and Requirements** (Please be sure to fully understand the curriculum and take the appropriate credits that you need.

【2020 Undergraduate Curriculum, Dept. Media & Communication】

Divisions	Categories	Course No.	Course Title	Credits(Hours)	1st year I	1st year II	2nd year I	2nd year II	3rd year I	3rd year II	4th year I	4th year II
General cultivation courses	Libertas Justitia Veritas	GELI001	Libertas Justitia Veritas I	3(3)	•							
		GELI002	Libertas Justitia Veritas II	3(3)		•						
	Writing	GEWR001	Writing	2(3)		•						
	Academic English	IFLS011	Academic English I	1(2)	•							
		IFLS012	Academic English II	1(2)		•						
	Seminar for freshmen	GEKS005	Seminar for freshmen I	1(1)	•							
		GEKS006	Seminar for freshmen II	1(1)		•						
	Informational way of thinking	GECT001	Informational way of thinking	1(1)		•						
	In total			13								
Core cultivation courses	World culture	GEFC		3(3)				Select 1				
	Exploring history	GEHI										
	Literature and art	GELA										
	Ethics and critical thinking	GECE										
	Understanding society	GESO		3(3)				Select 1				
	Science and technology	GEST										
	Digital Innovation & Humanity	GEQR										
	In total			6								
Selective cultivation courses				11								
Cultivation courses in total				30								
Basic major courses	Compulsory			9								
	Selective			30								
	In total			39								
Intensive major courses	Compulsory											
	Selective			33								
	In total			33								
General selective				28								
Credits completed as prerequisite for graduation				130								
Note		* **In the realm of common cultivation courses** Foreign students must complete 'Free Justice (Foreigner Class)I, II (GELI003, GELI004), 'Writing (Foreigner Class)' (GEWR001). Domestic and foreign students who are judged to be "advanced" in the English proficiency test for freshmen are exempted from the Academic EnglishI, II course. * **In the realm of core cultivation courses** Completing at least 1 course taught in English recommended											

2. Korea University Common Graduation Requirements:

1) Complete Double Major
2) "Human Rights and Gender Equality Education" Completed(once a year, as least 4 times before graduation)
3) Complete 5 or more Courses conducted in English
4) Official foreign language score (Refer to Chart 1)
5) Foreigners and special admission to 12-year courses students are required to submit Korean Language Proficiency Test (TOPIK level 4 or higher) or take Korean language courses at Korea University International Languages Institute (level 4 or higher).

Table 1. Standard of Official English Language Score (Applies to Students who Entered University after 2000)

Subject of Application	TOEIC	TOEFL			TOSEL(A)	TEPS	New TEPS (2018.5~)	IELTS	Note
		PBT	CBT	IBT					
First Major	750	560	220	80	620	680	285	6.0	Acquired after admission
Double Major	750	560	220	80	620	680	285	6.0	Acquired after admission
Dual Degree	750	560	220	80	620	680	285	6.0	Acquired after admission

• Students who were admitted to school through the International Student Selection Process must obtain Level 4 or higher on their Korean TOPIK Exam (National Institute for International Education) (Applies to freshmen and transfer students who entered school since 2011)

3. Info on Academic Year Advancement Credit Requirements (Academic Year is the standard on which you can register for courses and scholarships, and handle administrative affairs. It does not have correlation with graduation)

Grade	Course Registration Credits		Acquired Number of Credits for Academic Year Advancement	No. of Times Allowed to Register for Academic Year Advancement	Credits for Scholarship Registration	Note
	Max.	Min.				
1st Year	19 Credits	12 Credits			More than 17 times	
2nd Year			More than 34 Credits	More than 3 time		
3rd Year			More than 68 Credits	More than 5 times		
4th Year	19 Credits	1 Credit	More than 102 Credits	More than 7 times	More than 12 times	

※ 1. Students who have not failed any course and had an previous regular semester's or accumulated average GPA of 3.75 or higher can apply for 3 additional credits.
   2. If average GPA is lower than 1.75, the student will get an official warning. Those who receive three officials grade warnings in a row will automatically be expelled.

4. Grading System

1)"Absolute Evaluation"Activation
   - Courses which have been designated as ones which are graded on an absolute basis.

(Starting from the 1ˢᵗ Semester of 2016, all school of Media and Communication major courses will be graded on an absolute scale)

    2) Courses which are not graded on an absolute scale are graded relatively (Except School of Media and Communication courses)

        - Courses Recommended for Relative Evaluation and Subjects

            A) Courses that have less than 20 students under Major・Teacher Education(Including Non- School of Education students)・Lifelong Educator subjects

            B) Subjects of Major・Core Electives・Major-Related Electives that are held in a foreign language

            C) Students outside of their home department (First Major)

5. Students who 3 Official Grade Warnings in a row (GPA lower than 1.75) will be automatically expelled.

6. System Change and Discontinuation

  1) Requirements for Retaking Courses : Students may retake a course with a grade of C+ or lower (The highest grade students can receive is an A when retaking a course. After three retakes, the highest grade they can receive is a B+)

     Mark : The highest grade that students received from the courses will be applied on their average GPA and transcrip. The lower grade will be also marked as an'R'(Retake).

     <Subjects marked as an 'R' are not included in acquired number of credits and total average GPA>

    2) Marking of the'F' Grade : Subjects that receive the letter grade 'F' are marked in their transcript as 'NA'(Not Applicable) along with the subject title (subjects with the letter grade 'F' are not included in the total number of acquired credits and total average GPA)

7. Freshmen Course Registration

 1) Course Registration Period

Registration Info	Period	Note
Course Registration	8.23 (Tue) 10:00 – 8.24 (Wed) 12:00	Freshmen Only
Add/Drop Period- For Grade 1	9.6 (Tue) 21:30 – 9.7 (Wed) 12:00	Grade 1
Add/Drop Period- All Grades	9.7 (Wed) 18:30 – 9.8 (Thu) 12:00	All Grades
★ **Students can only register for courses only during the allotted times and cannot register for or change courses during any other time.**		

 2) How to Register for Courses

Course Registration Site: Enter the Course Registration System Website<http://sugang.korea.ac.kr> (Password: Last digits of your Resident/Alien Registration ID)

You can see course schedules on the Course Registration System → Course Lookup or on the Korea University Portal (http://portal.korea.ac.kr)

→ Look up the lecture timetable and make a list of courses to be taken in advance (number of

classes, unit name, etc. and then register for your courses.

3) Notes on Course Registration
[Common Cultivation Courses]

A) Libertas Justitia Veritas Ⅰ,Ⅱ - Self-disciplined registration.
- To complete <Libertas Justitia Veritas Ⅰ> on 1st semester, <Libertas Justitia Veritas Ⅱ> on 2nd semester. Students must complete I to take II (sequentially completed).
- Korean students should take <GELI001 Libertas Justitia Veritas I>, <GELI002 Libertas Justitia Veritas II>, and foreign students should take <GELI003 Libertas Justitia Veritas I(foreign class)> and <GELI004 Libertas Justitia Veritas II(Foreign class>. (Caution to the number of students)

B) Writing – Self-disciplined registration / a designated semester varies according to different departments(the 2nd semester in the school of media)
- Check the course schedule of 2022 Fall Semester and then register for the courses. You can't take the course during season semesters for the first time.
- You can only begin from the regular semester.
  (Only re-taking the course is vailable in season semesters.)
- Korean students should take <GEWR001 Writing>, and foreign students should take <GEWR001 Writing (foreign class)>. (Caution to Divided class)

C) Academic English Ⅰ,Ⅱ - Self-disciplined registration
- To complete <Academic English Ⅰ> on 1st semester, <Academic English Ⅱ> on 2nd semester. Students must complete I to take II (sequentially completed).
- You can only start to take the course from regular semester.
  (Only re-taking the course is vailable in season semesters.)
- Freshmen must take the exam for the evaluation of English competency and then register for the course according to exam results.
  (Those whose levels are evaluated as "advanced" can take other major or general courses for substitution at their wills. The credits shall be counted.)

※ Spring Semester Guide for Taking the Online English Proficiency Test for freshmen

1. Students who are required to take the English level test:
 1) All international freshmen and international transfer students who entered Korea University in 2022.
 2) All foreign national students who entered Korea University in 2022.
 3) All overseas Korean students and North Korean defectors who entered Korea University in 2022.

2. Format:
 1) primary level assessment: online English proficiency test following the format of TOEIC
     - Total 200 questions (Listening 100, Reading 100), to be taken in 2 hours (120

minutes)
   - It is available to take 1 time only during the 1st and additional periods
2) secondary level assessment will be conducted in class by native English speaking faculty (in the 1st week of spring semester)
   - Students who are arranged in the advanced level will be evaluated their English level by 1:1 video phone call with foreign professors of IFLS. (Students who meet the criteria for the advanced level will be contacted later.)

3. Online English Test Schedule
   1) Period: August 11 (Thu) ~ August 12 (Fri)
   2) Students: All freshmen
   3) Result of English level: 10AM, August 23 (Tue)

4. How to take the English level test:
 1) Individual testing (computer or mobile phone)
   A) Computer: Visit website for Korea University (https://www.eslscat.com/class/korea20s)> Make ID/password > Take the test
   B) Mobile: Search "esls TOEIC" > Download application
   ※ It is available to take the online English test on a mobile phone after making an ID and password on the computer in the website.
   ※ Students not currently in Korea cannot access the test on their mobile phones. The test must be done on a computer.
   C) Log-in > [Study Room] > [Start]
   ※ Students should be prepared for the listening test.

5. English level test result
 1) Based on the result of the online English level test, students will be notified of their level: Foundation, Intermediate, or Advanced.
 2) Confirmation on the result of English level: Course Registration System Website (http://sugang.korea.ac.kr)

※ Students who fail to meet the level of Korean offered by the Institute of Culture and Education must take Korean intensive education.
D) 1st grade SeminarI,II - Automatic admission
   - Not related to the order of completion.
   - Online class (Blackboard)
E) Computational thinking - automatic course application
   - Operated by MOOC

 [Both]
   F) Courses that are designated for certain grades must be registered by students in that grade

G) Students who have taken over 17 credits without any failed any course, and had an previous regular semester's or accumulated average GPA of 3.75 or higher can register up to 22 credits during course registration

H) Grades Earned that allows for retaking of class: C+~F(The highest grade students can receive is an A when retaking a course. After three retakes, the highest grade they can receive is a B+)

I) Course Registration (Final) Letter of Notification: Can be printed out after the Course Revision Period at the Information Depot

J) Limitation on enrollment: All Elective courses and Each parts of each department's major subjects

K) Limitation on enrollment is lifted during revision period for all grades. Hence, courses are registered on a first come, first served basis during this time.

L) The limitation on enrollment is a system made by the school to limit the number of students that are enrolled in a course. Hence, if you do not register for a course manually and receive confirmation that you are enrolled in class by receiving verbal confirmation from a professor or filling out other paperwork, you will not be officially registered for that class. It will only be confirmed that you are officially registered for that class by looking under the Information Depot>Final Course Registration Letter of Notification and it is recorded on there.

8. Official Notification of Grades and Finalized Grades (Students can view via KUPID>Information Depot)

- Grades should be checked by students during the official release date of grades and also during revision period. If grades cannot be checked, contact your professor and inquire to him/her. After the official release and revision period of grades are over, the grades that you receive are finalized and they are reflected upon your transcript, which can be issued. (There can be no further revisions of grades after official grade release period or revision period.)

2. School Administrative Affairs

1. **Enrolled terms : Double the term of two courses (4 Years of course term)- Applicable after March 1st, 2014 (The term of leave and expulsion is not included in the school year.)**

2. **Leave of Absence/Return**

1) Regular Leave of Absence (*1 Leave of Absence = 1 Year. Students cannot apply for longer than 1 year. Hence, if they do want longer than a year, they must register for a leave of absence again during their expected semester of return.
   - **Undergraduate: Total Possible Amount of Time a Student can have for Leave of Absence = 3 Years (6 Semesters)**
   ※ Freshmen cannot take the first semester off except for military enlistment and disease leave.

2) Special Leave of Absence
   ① Pregnancy· Birth ·Childcare Leave and 'Business Start-up Leave'Establishment(Special Leave) : Special Leave of Absence is granted a separate period (maximum 2 years) in addition to the period of Regular Leave (3 years) (Effective from March 1, 2014)
   ② Military Service Leave of Absence : Leave of Absence due to Military Service (Applicable only for Mandatory service)-- If the student extends his mandatory service period on his own will, then the leave of absence will not be considered as one of a 'Military Leave', but as a 'Regular Leave'.

3) Registration Method **(※Course Registration can be done regardless whether a student is one leave, returning, or currently attending school)**
   ① Registration of Leave· Return via Internet (There are separate deadlines for international students, please refer to the School Year Calender)

Division	Description	How to Register and Approval
Leave of Absence	**Regular**	Internet Registration(No need for attached documents) → Approval
	Military Service Leave	Internet Registration -Scanned & Attached 'Notice of Enlistment' → Approval ※ Other attached documents will not allow the leave to be processed as one of Military Leave (Ex. Confirmation of Arrival Schedule, Notification of Acceptance with date)
	Regular Leave of Absence AFTER Military Leave	Internet Registration + one Scanned Document among Proof of Discharge (Copy), Certificate of Military Service, Resident Registration(Written with Military Record) → Approval ※ Other attached documents will not allow the return to be one of Regular Leave of Absence AFTER Military Service (Ex.: Proof of Service, Certificate of Military Service, Form of Discharge (different from Proof of Discharge-전역증, etc.)
Return	**Regular**	Internet Registration (No attached documents) → Approval

	Return from Military Service	Internet Registration Scan and Attach one of the documents listed as follow: Certificate of Discharge / Certificate of Military Service Record / Copy of Resident Registration(with the documentation of Military Record) → Academic Advisor's Confirmation → Approval ※ Documents attached as follow shall not be approved (Ex : Proof of Military Service, Certificate of Military Service, Form of Discharge) ※ Those who will be perspectively discharged on September can attach: Certificate of Perspective discharge, Confirmation of school attendance and Written Pledge, Service confirmation of Social Service Personnel (Documents other than the attached ones shall not be approved.)
	Return from Military Service predestinator	Proof that the student can perform his / her studies faithfully as a predestinator during the semester with documentation as following: 1) Before Mar, 2020 return from military service predestinator 가) Certificate of prospective discharge military service or social service agent certification 나) pledge 2) From Apr 1st, 2020 to the start of mid-term examination 가) Certificate of prospective discharge military service or social service agent certification 나) pledge 다) Certificate of school attendance or Certificate of vacation ※ Proof of the certificate of vacation shoud be approved. Scheduled permission can not be attaced.

※ When sending the documents via FAX, please write **Major, Student ID Number, Name, and Contact Info.**

※ If after you are discharged from the military, you decide to go on **regular leave,** you must send a **scanned and attached certificate of discharge (copy), Proof of Military Record (Copy), Resident Registration(Written with Military Record)**

　　* One-Stop Service Center(Central Plaza B1 FAX: 929-2380, TEL: KU: 3290-1140)

※ Students returning from completion of military service **must** register that they are now part of the reserved forces on『 http://portal.korea.ac.kr / Info Depot / Military Reserve Force Entry Report

※ Leave·Return registration can only be processed once and no changes or cancellations can be made.

② **Registration by visit(During semester Leave·Return) and Foreigner Students Leave·Return**

※ you must hand in the following application at the administrative office of your associated college (ex. School of Media and Communication)

3. 2nd Major Policy- became mandatory to those who entered since 2004

1) Intensive Major (Applicable to the mandatory completion of a 2nd major)
- Policy that allows students to intensively study their main major

2) Double Major (Recommended to register for double major after registering for three semesters, Applicable to the mandatory completion of a 2nd major) :Completed a basic major course set up by another department.
- However, students can not apply for the School of Medicine, School of Nursing, Department of Cyber Defence, and College of Pharmacy, students can only apply for the School of Education if their first major is within the School of Education.

- Selection Process: Students who pass the document screening and interview (Only certain departments hold interview screenings) will be able to complete their second major.
- Credit Approval: If students completed double major credits before starting dual major program, credits can be approved according to the internal regulations of each department (submit a dual major subject approval certificate with designated curriculum table to the administrative office of the dual major university within 30 days of the first semester).
- Issuance of proof (Degree): 1st and 2nd major will be recorded on one page (sam in a diploma)

4. Interdisciplinary Major Convergence (Applicable to the mandatory completion of a 2nd major)
- The Interdisciplinary Major is an undergraduate degree program that combines or integrates 2 or more degree courses.
- Applicants are selected by the supervising universities (department) with considering their academic ability and educational environment. Admission information are announced by the academic team. Please check KUPID for Academic calendar and information on interdisciplinary major.

5. Student-designed Major
- Student-designed Major is a program in which students self-design a curriculum by combining courses from three or more departments and complete it as their second major while they complete the requirements for their first major. During the length of studentship, students in the process of completing their first major are to design their own courses combining majors from three or more departments and complete more than the minimum(36 credits) required credits for the program. Then the second major is acknowledged and two bachelor's degrees are conferred upon graduation.
- The principal professor of the major is responsible for a student-designed major. Please contact the administrative office of the department (department) responsible for related matters.

6. Minor (Allowed to students who register 3rd Semester or above, Not applicable to mandatory completion of a 2nd major)
- Application Period: At the beginning of each semester for 20 days
- Process: Application in hard copy→Submission of curriculum which student wishes to minor→Approval(signed) by head of the affiliated in department and also a head of the minor department→Application submission to the affiliated college/school

7. Dual Degree (Does not apply to the policy of the mandatory completion of a 2nd major)
- Eligibility: Students who acquire more than total 102 credits (34 credits for transferred students), Students whose GPA including F is more than 2.50.
- Range: Except for the same or similar major to the studnet's 1st major and double major. Students are allowed to apply for any major except the school of Medicine, Department of

Cyber Defence, and College of Pharmacy and College of education is limited to students who completed in college of education as the 1st major.

- Completion time: Students can apply for this program during the 1st major's semester. Student who fulfills the graduation requirements of the 1st major, can pursue a dual degree from other department / division. After entrance into dual degree, the student must study at least one semester of their dual degree major.

- Certificate of Completion: On the certificate of registration, "The above person has completed his first major and is currently taking his second major." is marked. Issued separately from first major on transcript, diploma, certificates of graduation.

- Credit Approval: If students completed double degree credits before starting dual degree program, credits can be approved up to 21 credits. Students should submit a dual degree subject approval certificate with designated curriculum table to the administrative office of the dual degree university within 30 days of the first semester).

8. Withdrawal from a major

Students who would like to either ① Cancel the acceptance of 2nd major or ② Withdrawing from a 2nd major after commencing it shall apply for approval to withdraw in accordance with established procedures at least one month prior to the end of the semester.

Eligibility
- 2nd Major (Double major, Interdisciplinary major, student-designed major), double major, minor
- Withdrawal Period: At least one month prior to the end of the semester(January 20th or
http://portal.korea.ac.kr → Academic Records / Graduation → Academic Information → Withdrawal from a major(s)
- Guidelines on Major Withdrawal
1) When students withdraw the acceptance of 2nd major or undergoing 2nd major program, they should complete an intensive course of the first major or other second major.
2) If a student submits a waiver for re-enrollment of a second major, the waiver process must be completed 16 hours before the second major application period, and only once (in case of re-submission and failure, deep major completion) (in case of re-submission or failure) but the number of applications is not included in the case that a student who changed his or her membership to a dual major licensed prior to the change of membership.
3) To withdraw from the double major option and undertake the intensive major, students should submit the withdrawal of accepted 2nd major program.
4) Student who want to withdraw their double major before starting the program and graduate with 1st major, must withdraw the program at least one month prior to end of last semester of 1st major completion. (January 20th or July 20th)
 * As for a student who withdraws from the Double Degree program before starting their double major program
Portal → Form (application for double major withdraw → Submit your department's administrative office

* As for a student who withdraws from the Double Degree program after commencing it shall apply for a withdrawal at https://portal.korea.ac.kr → Student Records/Graduation → Academic Information → Withdrawal from a major

5) Those who apply for withdrawal, are conferred with the bachelor's degree of the first major in accordance with the degree conferral schedule of the subsequent semester.

* Students who neither apply for withdrawal nor register for the semester are conferred with the bachelor's degree of the first major in accordance with the degree conferral schedule of the subsequent semester.

3. Scholarship

※ **Freshman Scholarship Information (Please check notices on the Korea University Portal System for notices)**
There are various scholarship opportunities for students so that they can do their best in their academics. Please go to, Portal>Registration/Scholarship>Scholarship Notices and register during the registration period. There will be more notices on the KU Homepage and also bulletin **(http://scholarship.korea.ac.kr)**.

1. All undergraduate students who want to receive in-school and out-of-school scholarships must sign up for National Scholarships(Type1) every semester.
   1) Registration Period : Refer to the homepage of the Korea Scholarship Foundation
   2) Subjects that can register : Undergraduates who are scheduled to register
   3) How to register : On the Korea Scholarship Foundation Website (http://www.kosaf.go.kr)

4. Student ID Registration

1. Student ID Registration
   1) Korean Students who did not sign up on-line during the period from Aug 19 (Fri) at 10:00 to 24th (Wed) by 16:00 can visit and register at the One-Stop Service Center from **September 2022.** Because of privacy reasons, students must come in-person to register and cannot send a substitute to register. (Bring one ID photo, and identification card)
   - Financial Function Student ID: KEB Hana Bank (Korea Univ, a Hana Square store)
   - Non-financial function student ID: One-Stop Service Center

   2) How to receive the Student ID Card: For those who applied on-line please check (http://portal.korea.ac.kr) for the reception address and date.

   3) Foreign students must register their Alien Registration Card at their respective department administration office.
   - Financial Function Student ID card: Visit Hana Bank(available branches: KU branch, Hanasquare branch, Korea university branch) with one ID photo (Passport photo) and their Alien Registration Card
   - None-financial Function Student ID card: Visit One-stop Service Center with one ID photo (Passport photo) and their Alien Registration Card
   - One-stop Service Center for Humanity and Social science students:
   [B1 Central Plaza: (02-3290- 1142, 1144)]

Online Course Registration Procedures

Students can register for courses only on the designated dates. You should check the registration period. After the period, you cannot register for courses.

Please refer to the course registration schedule and the dates when you are allowed to register.

Before you register for courses, please list your preferred courses within your full course load, prior to the registration period, at the menu item **'Preferred Course List System'** in the course registration system due to a change in policies.

Your preferred course(s) will be automatically registered when the course does not meet maximum class enrollment. If a course is oversubscribed, you should register for the course during the course registration period.

Warning: Some screens may differ from the ones depicted in this guide due to changes in the online program made after the publication of this guide.

Accessing the Korea University Course Registration Website

1. Accessing the Website

The Course Registration screen can be accessed at the website address (http://sugang.korea.ac.kr). The login screen (shown in Figure 1) will appear.

Note: You cannot register for any course through the Portal system. You must use the above websites.

<Figure 1> Login Screen

2. Logging On

(1) Enter your KU student number in the user ID field. If you are an exchange student, you should enter your temporary student number provided by KU.

For the password, use your Portal password if you have one. If you are not a Portal user, your password is the last seven digits of either your National Identification Number (if you are Korean) or Alien Registration Number (if you are an International Student).

If you are a first time user, a change password screen will appear. Please create a new password and reenter it for confirmation.

If you have any questions regarding your password, please contact your department office.

(2) After entering your ID and password, click 'LOGIN'.

3. Course Registration
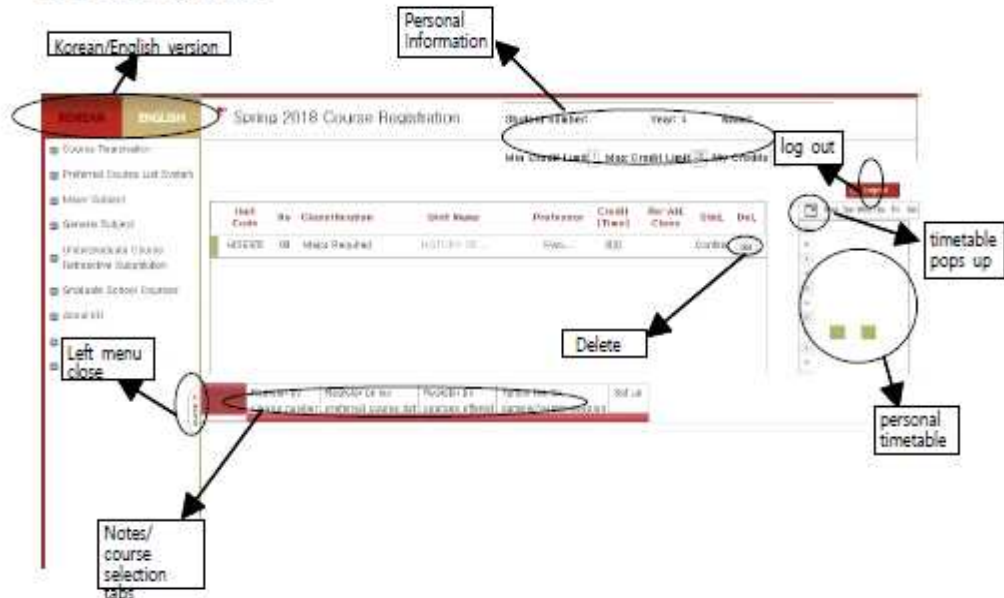
<Figure 2> Course Registration

After entering the personal data requested in Figure 2 and clicking 'Course Registration', the course registration screen will appear as shown in Figure 3. You can use one of the three ways of registering for courses as follows.

(1) Register for a course by entering the course code directly

Enter the course code and section number (if the course has more than one) in the 'Registering through the course number' tab shown in Figure 3. and click 'Registration'.

<Figure 3> Registering through the course number

* If you do not know the course code and/or the section number, you can use the other registration tab such as 'Register by my preferred course list' and/or 'Register by course offered' as shown in Figure 3.

Once you have selected a course, the course title and code will appear in the center of the screen and your timetable on the right, as shown in Figure 4.

<Figure 4> Registered courses and personal timetable

(2) Register for a course by clicking the 'Registering through the preferred course list' tab

If you click the 'Registering through the preferred course list' tab, you can see the courses you have listed for your preference, shown in Figure 5. and click 'Registration'.

If you click the button, '신청가능/마감' on the Registration Status menu, you will see whether you can register for the course or not.

<Figure 5> Registering through the preferred course list

(3) Register for a course by clicking the 'Registering through the offered course list' tab

<Figure 6> Registering through the offered course list

If you click the 'Registering through the offered course list' tab, you can see the screen shown in Figure 6.

When you select and enter class information such as credit, date, class hour, course title and course area and click inquiry, a course list will appear below the search box as shown in Figure 7. Click the button, 'Registration' on the left. Once you have selected a course, the course title and code will appear in the center of the screen and your timetable on the right as shown in Figure 4.

<Figure 7> search result

(4) Cancel a course

If you decide to cancel the course you have registered, please click the button, 'del.'

4. Confirmation of Course Registration and Logging Out

(1) Repeat the steps (register and/or cancel) until you have selected all of the courses you want.

(2) Please confirm that the number of credits you have registered for is above the required minimum number of credits for registration.

(3) After completing your course registration, please print out the registered course list for your information and click 'Log Out' in the upper right hand corner, as shown in Figure 3. If you do not log out of the site properly, others may tamper with your course registration if they have your password. **It is recommended that you change your password periodically.**

(4) If your contact information (address and telephone) changes, record those changes in the KU PORTAL > Registration/Graduation > University Registration > Edit University Registration.

(5) Once again, note that if others obtain your password, they could maliciously change your personal information and course registration.

5. Timetable Information

Click the icon [田] as shown in Figures 2 and 9 to check the semester timetable on the Seoul/Sejong campuses. The semester timetable will be popped up as figure 8.

<Figure 8> Timetable

6. Preferred Course List System

Clicking 'Preferred Course List System', the screen should appear as shown in Figure 9.
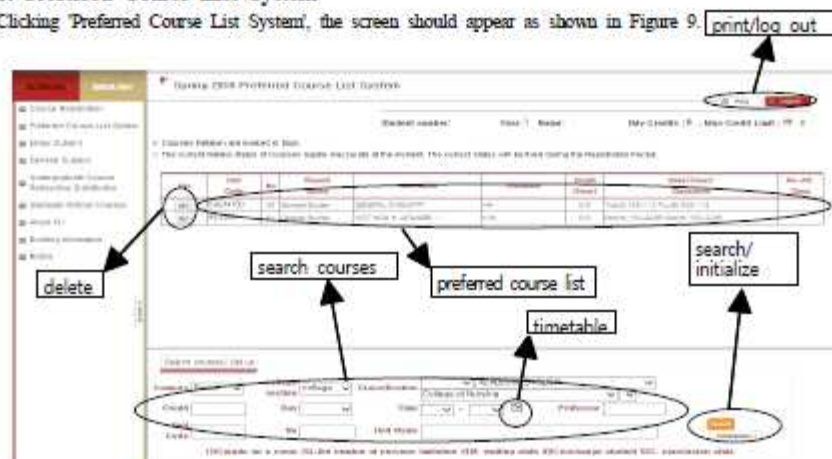
<Figure 9> Preferred Course Listing Screen 1

(1) Searching for and listing the courses you are interested in

When you set class information such as credit, date, class hour, course title and course area, and click search, course lists will appear as below. Figure 10 shows the search screen.

<Figure 10> Preferred Course Listing Screen 2

(2) Select visual screen style

<Figure 11> Visual screen style

If you wish to see the courses in a grid format, click 'schedule form' as shown in Figure 10.
If you wish to see the courses in a roll-up format, click 'list form' as shown in Figure 9. With this format, you can see the course information you have chosen among course code, classroom, and professor's name on the screen.

(3) Checking the Capacity and Current Number of Registration for Preferred course(s) during the Preferred course(s) Listing Period.

<Figure 11> Checking the Capacity and Current Number of Registration for Preferred course(s)

Students can check the current number of registrations for preferred course(s) by clicking 'Apply Status' during the Preferred Course(s) Listing Period. Other than that period, the method of the current number of registrations for the course is the same as before.

2022 Academic Calendar

Year	Month	Day	Day of Week	Events
2022	2	1~2	Tue~Wed	Korean New Year's Day (National Holiday)
		3~25	Thu~Fri	Application for Leave of/Return from Absence
		4~8	Fri~Tue	Preferred course listing period for the Spring semester 2022 (IncludingRe-admittedStudents)
		15~18	Tue~Fri	Course Registration for Spring Semester (IncludingRe-admittedStudents)
		21~28	Mon~Mon	Enrollment for Spring Semester 2022
		23~24	Wed~Thu	Course Registration for Spring Semester (ForFreshmen,Transfer&NewInternationalStudents)
		25	Fri	Commencement Ceremony for 2021(Tentative)
		28	Mon	Entrance Ceremony for 2022(Tentative)
	3	1	Tue	Independence Movement Day (National Holiday)
		2	Wed	Spring Semester Begins
		9	Wed	2022 Presidential Election (National Holiday)
		2~22	Wed~Tue	Application for Early Graduation
		7~8	Mon~Tue	Course Add/Drop & Course Registration Confirmation Period
		21~23	Mon~Wed	Application for Dual Degree
	4	1~29	Fri~Fri	Application for Student-Designed Major
		1~29	Fri~Fri	Justice Scholarship Application Period for Spring Semester (Secondary)
		11~13	Mon~Wed	Application for Interdisciplinary Major
		20~26	Wed~Tue	Mid-term Examination Period [If two weeks: 4/20(Wed)~5/3(Tue)]
	5	5	Thu	KU Foundation Day / Children's Day (National Holiday)
		8	Sun	Buddha's Birthday (National Holiday)
		11~13	Wed~Fri	Application for Double Major
	6	1	Wed	2022 Nationwide Simultaneous Local Election (National Holiday)
		6	Mon	Memorial Day (National Holiday)
		7~9	Tue~Thu	Application for Re-Admission
		15~21	Wed~Tue	Final Examination Period [If two weeks: 6/8(Wed)~6/21(Tue)]
		22	Wed	Summer Vacation Begins / Summer Session Begins
	7	1~29	Fri~Fri	Justice Scholarship Application Period for Fall Semester (Primary)
		19	Tue	Summer Session Ends
	8	1~25	Mon~Thu	Application for Leave of/Return from Absence
		2~5	Tue~Fri	Preferred course listing period for the Fall semester (IncludingRe-admittedStudents)
		15	Mon	Liberation Day (National Holiday)

		16~19	Tue~Fri	Course Registration for Fall Semester (IncludingRe-admittedStudents)
		23~30	Tue~Tue	Enrollment for Fall Semester
		23~24	Tue~Wed	Course Registration for Fall Semester (ForNewInternationalStudents)

Year	Month	Day	Day of Week	Events
2022	9	1	Thu	Fall Semester Begins
		1~23	Thu~Fri	Application for Early Graduation
		7~8	Wed~Thu	Course Add/Drop & Course Registration Confirmation Period
		9~12	Fri~Mon	Thanksgiving Day (Chuseok, National Holiday)
		19~21	Mon~Wed	Application for Dual Degree
		30	Fri	Korea - Yonsei Annual Sports Competition(Tentative)
	10	1	Sat	Korea - Yonsei Annual Sports Competition(Tentative)
		3~31	Mon~Mon	Justice Scholarship Application Period for Fall Semester (Secondary)
		3	Mon	National Foundation Day (National Holiday)
		4~31	Tue~Mon	Application for Student-Designed Major
		9	Sun	Hangul Proclamation Day (National Holiday)
		10	Mon	Substitute Holiday of Hangul Day
		12~14	Wed~Fri	Application for Interdisciplinary Major
		20~26	Thu~Wed	Mid-term Examination Period [If two weeks: 10/20(Thu)~11/2(Wed)]
	11	1~3	Tue~Thu	Application for Intra-Campus Department Transfer
		7~9	Mon~Wed	Application for Double Major
	12	5~7	Mon~Wed	Application for Re-Admission
		15~21	Thu~Wed	Final Examination Period [If two weeks: 12/8(Thu)~12/21(Wed)]
		22	Thu	Winter Vacation Begins / Winter Session Begins
		25	Sun	Christmas (National Holiday)
2023	1	1	Sun	New Year's Day (National Holiday)
		2~31	Mon~Tue	Justice Scholarship Application Period for Spring Semester (Primary)
		18	Wed	Winter Session Ends
		21~24	Sat~Tue	Korean New Year's Day (National Holiday)
	2	1~25	Wed~Sat	Application for Leave of/Return from Absence
		2~6	Thu~Mon	Preferred course listing period for the Spring semester 2023 (IncludingRe-admittedStudents)(Tentative)
		14~17	Tue~Fri	Course Registration for Spring Semester (IncludingRe-admittedStudents)(Tentative)

		20~27	Mon~Mon	Enrollment for Spring Semester 2023
		22~23	Wed~Thu	Course Registration for Spring Semester (ForFreshmen,Transfer&NewInternationalStudents)(Tentative)
		25	Sat	Commencement Ceremony for 2022(Tentative)