Course Registration Notice
(2024 Spring Semester)

1. Course Registration Schedule

Category			Period	Time
(Simulation for course registration)	All students (except freshman)		February 1 (Thu.) - 6. (Tue.) (After the simulation period ends, the simulation input data is deleted.)	First day From 14:00 Last day 23:59
Real Course Registration	All students (except freshman)		February 13 (Tue.) - 16. (Fri.)	First day From 14:00 Last day 23:59
	Freshman (1st semester this time)	Graduate	February 19 (Mon.) - 20. (Tue.)	First day From 18:00 Last day 23:59
		Undergraduate	February 20 (Tue.) - 21. (Wed.)	First day From 17:00 Last day 23:59
Priority course registration	GIST College Colloquium*		February 13 (Tue.)	14:00~15:59
Course Registration Change			February 26 (Mon.) - March 7 (Thu.)	First day 10:00 ~ Last day 23:59
Submission of 'Course Cancellation Request'			March 11 (Mon.) – April 5 (Fri.)	Last day until 18:00

* Open courses can be checked on the course registration website from February 1(Thu.)
  (However, there are some changes before the actual course registration date on February 13, so please reconfirm the subjects you are applying for before registering for the actual course.)
* Please refer to the priority list of applicants below.

<Test of Simulation for Course Registration>

Before registering for courses, we plan to conduct a simulation test to check the user's PC environment and check for errors on the course registration website. We are looking forward to your active participation.
To register for courses, you must connect to the assigned URL below (you cannot log in through the portal to register for courses.)

※ There may be a waiting time when logging in and processing due to the operation of the load prevention system and simultaneous access.

1. Test Method: Course registration website (https://zeus.gist.ac.kr/sys/lecture/lecture_main.do)
                Register/Change after login.
2. Precautions
  ◦ Since this test is a preliminary simulation test, the course data will be deleted after the test period expires.
  ◦ The actual course registration was not made through the test, and the course registration must be made during the actual course registration period.
  ◦ Please set the PC environment during the test by referring to the "Precautions for Course Registration" below.
  ◦ If an error occurs during testing, please contact the person in charge below.

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2. Course Registration Process

◦ Course registration and change
- **After logging in to the course registration system**
(https://zeus.gist.ac.kr/sys/lecture/lecture_main.do), Register and change.
※ When logging in to the portal and ZEUS at the same time, there will be some delay due to system overload, so please connect through the course registration website link above.
◦ Course cancellation: Submit the application for 'Course Cancellation Request' to Section of Student Records within the deadline (make sure you meet the deadline.)
※ Once submitted, courses withdrawn will appear as 'W' on your transcript.
※ Minimum required credits in a semester after the withdrawal must be taken.

3. Course Retake

◦ If you have received an F grade in the required courses, you must retake the course.
◦ A course with C0 or below can be taken again.
◦ In principle, retaking the only same course is possible. However, if the same course is discontinued or not opened, it is possible to designate an alternative course or retake a course specified by the teacher.
◦ Additional fee must be paid. (50,000 won per 1 credit)
The fee for 0-credit courses is determined based on the number of instructional hours.
◦ You can only retake grade such as Grade(before)→Grade(after) or S/U(before)→S/U(after).

4. Minimum Credits Earned

※ After canceling the course registration, please be careful to ensure that the minimum number of credits is met.
◦ Undergraduate course: 11 credits / Graduate course: 9 credits
◦ Having less than credits above in a semester will result in a suspension of financial aids in the next semester. However, the minimum credits requirement does not apply to the semester right before graduation.

5. Notes

◦ After registering for classes, you must print out the 'Course Registration Request' form from the registration website, receive course guidance and signature from your academic advisor, and submit it to your department administration office. However, you must receive instruction at least 3 days before the course change period ends. (Because if you change a course after receiving instruction right before the deadline, there may be insufficient seats for the course.)

◦ Among freshmen, who entered GIST after graduating from GIST (GIST Bachelor → GIST Master's or GIST Integrated / GIST Master's → GIST Doctorate) must register for courses during the Freshman course registration period with a newly issued student number. (Registrations made during the course registration period for current students with a former student number will not be accepted.)

◦ If a course of another divisions to be taken, the grade declaration method may be selected after receiving approval from the academic advisor. During enrollment, the selection of the grade declaration method is limited to 9 credits for graduate course, 12 credits for undergraduate course.

◦ Automatic Cancellation (Cancelled Course): right after the course registration change period, if the number of students is less than 3 (6 students for arts and physical education

<u>courses in the undergraduate course)</u>, the course is immediately canceled. (students must check themselves.)　　* not applicable for research subjects.

   ◦ Sanctions will be taken in case of **wrongful course trade or related attempts (posts, etc.)**
     (Cancellation of course registration for all courses, IP blocking, disciplinary action if caught twice or more)
   ⇒ **<u>If you find any related acts, please report them immediately to your department office or Section of Student Records.</u>**

   ◦ Sanctions will be taken for course registration using **Macro (Program, similar function (Auto Mouse, application, etc.)**
     (Cancellation of course registration for all courses, IP blocking, disciplinary action if caught twice or more)
   ⇒ **<u>Prevention measures: If you click the same subject 7 times in a row, a pop-up window with a captcha code is opened, and you must enter the captcha code to register again.</u>**

6. Inquiry

Category	Office in Charge	Contact Number
Courses/Syllabus Pre-requisite/Class size	Department office which open its course	Department office
English/Korean language courses	Center for Future Education	☎ 3703(Su In, Choi)
Manual Addition / Cancellation of Course Registration by administrator	Section of Student Records	☎ 2057(Eunju, Jeong)
System error/connection	Section of Information Technology	☎ 2074(Min Sung, Park), 2073(Myoung Jin, Kim)

Precautions for Course Registration

1. 'GIST College Colloquium(Undergraduate)' Priority Registration
  ◦ GIST College Colloquium(Undergraduate) gives priority to course registration as follows.
    - Priority to **undergraduate students enrolled in 7th semester or more.**
  ◦ Those who do not receive priority can register for its course after the deadline for priority course registration.(priority course registration: Feb.13. 14:00~15:59)
  ※ **During the priority course registration time, students other than the eligible students are not allowed to apply for courses.**

2. Items to check
  ◦ The credits for the summer or winter semester right before graduation are not included in the graduation assessment process. <u>Students expected to graduate in August 2024</u> must complete

the required credits by the 2024 Spring semester.
◦ For 'Undergraduate Thesis Research' , you must input a thesis advisor name following notice on the website of each department.
 ◦ For 'Research for graduate Dissertation', please input the credits yourself.
◦ If you are taking courses from other departments(major), you can change the grade type(Letter → S/U) with the approval of the professor in charge. In this case, the 'Course Registration Request' form must be signed by the professor in charge. If there is no signature, the grade type may be changed without notice.
◦ Course information (class-related information such as professors, timetables, capacity, lecture rooms, etc.) may occasionally change depending on the department or professor's circumstances, so please check with the department in advance for any changes.

3. If students who are exempt from English courses (ex-International students) wish to register for English courses.

◦ During the course registration change period, fill out the 'Course Registration Request (Additional) Form' and submit it directly to the Future Education Team. You will be registered on the waiting list for the course you wish to attend, and additional registrations are made on a first-come, first-served basis if a seat becomes available (however, this does not guarantee for taking the classes.)

4. Check the PC environment before registering for courses
◦ The browser must either be Chrome, IE11 or higher.
◦ If you have a pop-up blocker turned on, turn it off and do not turn on Compatibility View.

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< Class Method for the 2024 Spring Semester>

Off Line Class

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