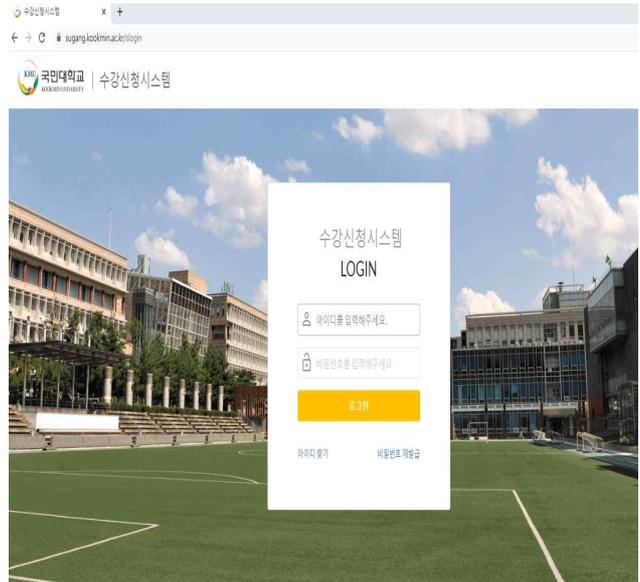
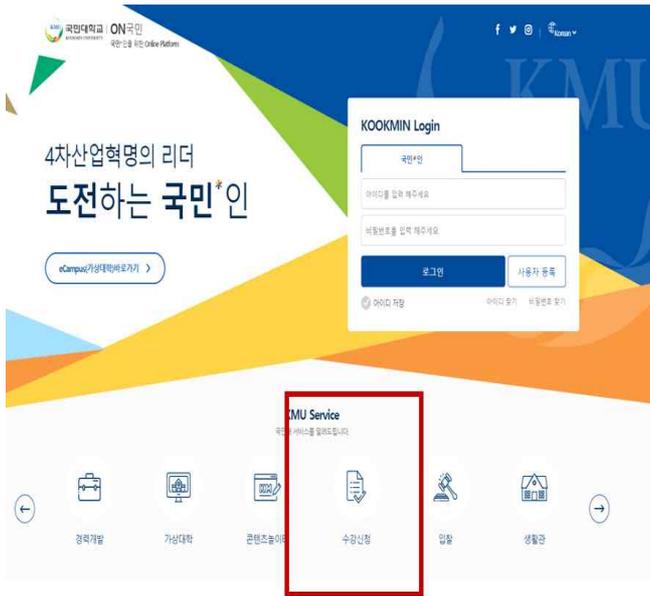


Course Registration Guide for Graduate school students

- Using Google Chrome / Microsoft Edge / Naver Whale is recommended.
- Click '수강신청(Course Registration)' at portal.kookmin.ac.kr or simply go to sugang.kookmin.ac.kr.
* Register for courses in 'Course Registration Period' announced before each semester. You can add/drop courses in 'Registration Change Period' later on.



3. Course Registration

1) Basic Search(기본검색) : Search specific courses by choosing '기본검색(Basic Search)' → Enter a **Keyword** → Click '**조회(Search)**.'

1)-1 : The course meeting the search criteria will appear → Click '**수강신청**' of the class you wish to take.

상태	학년(기)	배정학과	개설과정	이수구분	교과목번호	분반	교과목명	교강사명	학점/이론/실습	주야	강의 시간/강의실	원어강의	비고	수업계획서
수강신청 완료	1	도메학과	석사	전공	620341a	01	도착공예연구1		3.0 / 2.0 / 2.0	주	/			
수강신청	1	도메학과	석박사공통	전공	620351a	01	도착공예연구2		3.0 / 2.0 / 2.0	주	/			
수강신청	1	도메학과	석사	전공	620361a	01	도착조형연구1		3.0 / 2.0 / 2.0	주	/			
수강신청	1	도메학과	석박사공통	전공	620371a	01	도착조형연구2		3.0 / 2.0 / 2.0	주	/			

3. Course Registration

2) Graduate School Courses(대학원강좌) : Search your major courses by choosing '대학원강좌(Graduate School Courses)' and clicking '조회(Search).'

2)-1 : Your 'Major Courses(Completion Division:전공)' and 'Courses Offered by Graduate School Team for All Graduate School Students(Completion Division:전공선택)' opened up this semester will appear → Check the Course Schedule and Syllabus provided → Click '수강신청' of the course you wish to take.

The screenshot shows the '수강신청시스템 / 수강신청' page. The search criteria are set to '대학원강좌' (Graduate School Courses). The search results table lists several courses, including '도자공예연구1' through '공예세미나'. A 'Registered Courses / Registered Credits' table is also shown, listing the selected course '도자공예연구1' with 1 credit. The '나의 시간표' (My Timetable) section shows the course is registered for 3 credits, with a maximum credit limit of 9.

Check your '총 신청과목(Registered Courses)' and '총 신청학점(Registered Credits)' along with your '최대신청가능학점(Maximum Credits)' of this semester.

3) Registered classes will appear in '나의시간표(My Timetable)' at the bottom.

※ Maximum number of credits in KMU Graduate School : 9 credits per semester (Registration is unavailable if the degree course is different.)

4. Prerequisite Subject Registration

1) Click the checkbox of '지정 선수과목(Prerequisite Subject)' to search prerequisite subject courses opened up this semester and then '조회(Search).'

2) Click '수강신청' of the Prerequisite Subject you wish to take this semester.

- ※ Courses designated as prerequisite subjects cannot be included in your registration credits. Even if you apply for 9 major credits, you should apply for prerequisite subjects.
- ※ Prerequisite subjects will not be on graduate school records, but they are compulsory for your course completion. Since prerequisite subjects in undergraduate program may not be opened up every semester, you should check the details of course availability in advance.
- ※ How to check "Prerequisite Subjects" : portal.kookmin.ac.kr → 포털(portal) → 학사서비스 → 수업정보 → 선수지정과목조회(대학원)

The screenshot shows the '수강신청시스템 / 수강신청' page with search criteria set to '기본강좌' (Basic Course) and '지정 선수과목' (Prerequisite Subject) checked. The search results table lists prerequisite subjects like '국문학개론' (Introduction to Korean Language) and '국어문법론' (Korean Grammar). The '나의 시간표 (My Timetable)' section shows 0 registered courses and 0 credits, with a maximum credit limit of 9.

5. Dropping Courses

You can add/drop courses during the 'Registration (Change) Period'.

To drop a class, click "수강취소(Drop Class)" under '나의 시간표(My Timetable)' → Select "Yes" on pop-up window.

수강신청

수강취소

Drop Class

수강 과목 삭제 선택하신 과목을 취소 하시겠습니까?

아니오 **네**

6. Course Repetition

In the case of course repetition, you can register and retake it after checking the following messages.

(Students are allowed to retake classes with a grade of C+ or below. The grade of the repeated course can not exceed an A.)

수강신청

선택해주세요. 기 이수한 과목입니다. 재수강신청을 하시겠습니까?

아니오 **네**

과목명	과목번호	학점	이수구분	학점/이론/실습	담당교수	주/야	강의시간/전불 강의실	재수강여부
교직실무	657430a	81	교직	2.0/0.0/2.0	김원진	주	월 3A, 3B, 4A, 4B, 화 3A, 3B, 4A, 4B, 수 3A, 3B, 4A, 4B, 목 3A, 3B, 4A, 4B / 금 3A, 3B, 4A, 4B	재수강
외교정책및외교실의이해	694130a	01	교직	2.0/0.0/2.0	권오진	주	수 10A, 10B, 11A, 11B / 북학관10층 13호실	재수강
현대교육방법및교육론	680171a	02	교직	2.0/0.0/2.0	남영수	주	수 12A, 12B, 13A, 13B / 북학관8층 5호실	

7. It is unavailable to enroll in the following cases.

Case 1) Scheduling Conflict : Two classes overlap.

Case 2) Course Repetition : Registering for a course that is already taken.

Case 3) Maximum Credits Excess : 9 credits for this semester are already registered.

Case 4) Closed Section : The class is at maximum capacity and there are no seats open for the section.

Case 5) Level Restriction : The student's degree and the class degree level does not match.



1. 시간표 중복 교과목이 있을 경우



2. 기존에 이미 이수한 교과목일 경우



3. 해당학기 수강신청 가능학점 초과신청 불가

8. Registration for courses of other departments or other graduate schools.

1) One half of completion credits in each degree can be applied (Master's Degree: 12 credits, Doctor's degree: 18 credits)

2) Only possible during 'Course Registration Period', not 'Registration Change Period'.

3) Available to search courses you wish to take at '기타수강신청' menu → Enter a Keyword → Click '조회'(Search) → Click '수강신청' button of the course you wish to take. Registered classes will appear at the bottom, and you can see the '출력(Print)' button on the right.

4) you should print the application form and obtain confirmation from the professor of the course, and then finally submit it to Graduate School Administration Team(Administration Hall Room 307).

5) After getting final approval of Graduate School Administration Team, the course registration for courses of other departments or other graduate schools will be completed.

9. When the registraion is completed, you can check your registration list or timetable at '나의 시간표(My Timetable)' menu.

로그인가능 기간 : | 수업계획서조회 기간 : | 수강신청 기간 : | 기타수강신청 기간 :

2021학년도 1학기 일반대학원

로그아웃

공지사항 > | 수강신청내역 | 수강신청시간표

강좌조회 (수업계획서) >

수강신청체험 >

수강신청 >

기타수강신청 >

나의 시간표 >

My Timetable

총 신청과목 : 1과목 | 총 신청학점 : 3학점

교과목	과목번호	분반	개설과정	이수구분	학점/이론/실습	담당교수	주/아	강의시간/전월 강의실	재수강여부	배강여부
도자공예연구1	200341a	01	석사	전공	3.0/2.0/2.0		주 /			