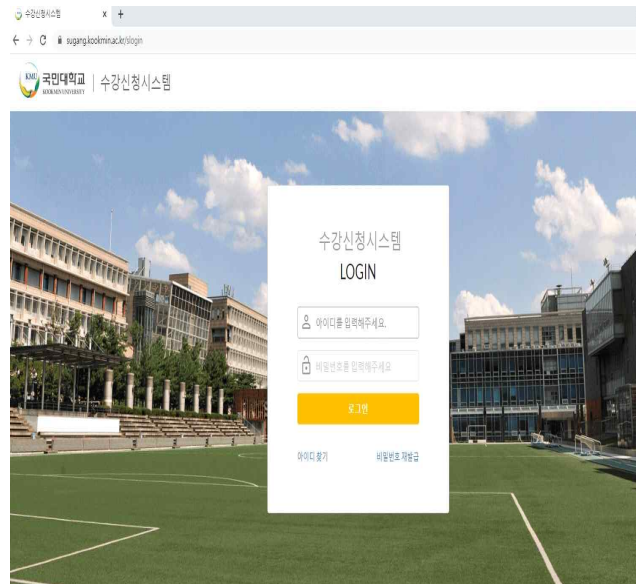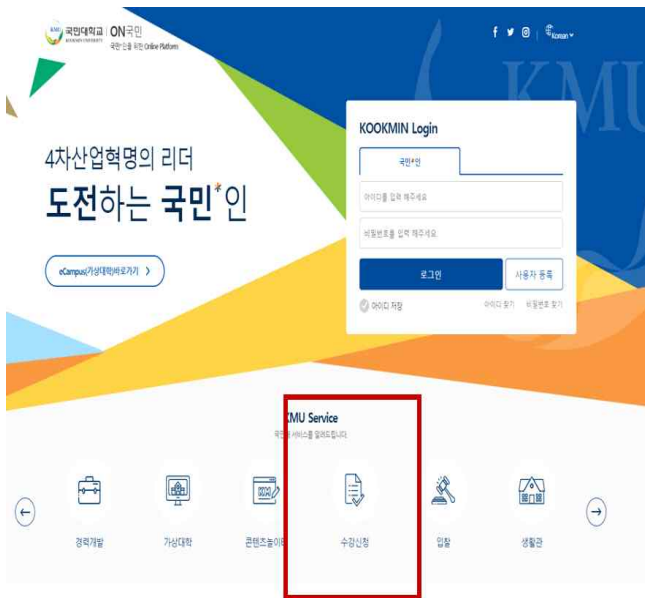# Course Registration Guide for Graduate school students

1. Using Google Chrome / Microsoft Edge / Naver Whale is recommended.

2. 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.

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.

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.)**

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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 opend 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)**

5. Dropping Courses

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

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

Drop Class

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.)

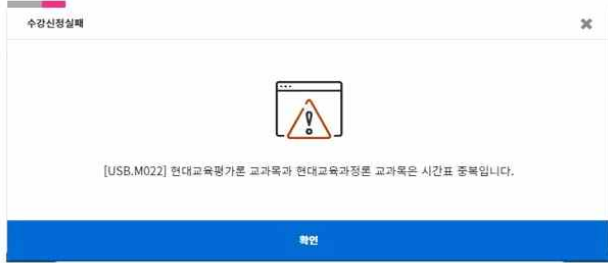**7. It is unavailable to enroll in the following cases.**

  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.

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 '<u>나의 시간표</u>(My Timetable)' menu.

KMU 국민대학교	수강신청시스템 / 나의 시간표		2021학년도 1학기	일반대학원	로그아웃

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

공지사항 >		**수강신청내역**	수강신청시간표								

| 강좌조회 (수업계획서) > |
| 수강신청체험 > |
| 수강신청 > |
| 기타수강신청 > |
| **나의 시간표** > |
| **My Timetable** |

총 신청과목 : 1과목 | 총 신청학점 : 3학점   🖨 출력

교과목	과목번호	분반	개설과정	이수구분	학점/이론/실습	담당교수	주/야	강의시간/건물 강의실	재수강여부	폐강여부
도자공예연구1	620341a	01	석사	전공	3.0/2.0/2.0		주	/		