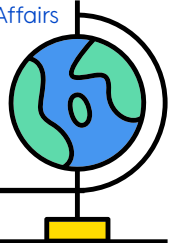


How to register for courses



Flow of course registration

Pre-registration



Course Registration



Course change (Add/drop)



Course Withdrawal

How to register for courses (Course registration must be completed during the registration period)

- **Log in to the course registration homepage (sugang.ajou.ac.kr)** ▶ Click "Course Registration (수강신청)" (located on the menu bar at the top) ▶ After entering the desired course number, click "Apply (신청)"
- **How to sign up for the course that you applied during the early registration period: Log in to the course registration homepage (sugang.ajou.ac.kr)** ▶ Click "Course Registration (수강신청)" (located on the menu bar at the top) ▶ Select your desired course from the list of courses available for early registration (예비수강신청목록), and click "Apply (신청)"(2)
- **How to withdraw from a registered course: Select the course from the list of registered courses (수강신청목록) and click "Delete (삭제)"** ▶ Click "OK (확인)"
 - ※ A pop-up screen with a verification code (인증번호) will appear each time you register for a new course. Enter the four-digit code, and click on the course name. (Do not use the "Enter" key.)
 - ※ If you can see the course you applied for during the early registration period (예비수강신청 과목) on your registered courses list (수강신청목록), you are now successfully enrolled. If not, you must apply for the course again during the regular course registration period.

Course registration period

- Approximately one month before the start of the semester. For example, the registration period for spring semester, 2021, is scheduled on Feb. 2-8.
- Since the exact course registration date may vary slightly by semester, please refer to the academic calendar on Portal, "수강신청".

Academic Calendar					
9.	10.	11.	12.	1.	2.
• 수강신청(재학생, 복학생, 재...)		02.02 (화) ~ 02.08 (월)			
• 설 연휴		02.11 (목) ~ 02.13 (토)			
• 편입생 오리엔테이션		02.17 (수) ~ 02.17 (수)			
• 전기 학위수여식		02.22 (월) ~ 02.22 (월)			
• 1학기 등록		02.22 (월) ~ 02.26 (금)			

Number of registered credits

- Students may apply for up to 19 credits per semester.
 - ※ Students in the Department of Software and Computer Engineering may apply for up to 21 credits.
- Students with an accumulated average GPA of 3.75 or higher may apply for up to 22 credits.
 - ※ Students in the Department of Software and Computer Engineering may apply for up to 24 credits.
 - ※ International students must take at least 12 credits per semester in order to be considered for scholarships.

Course change (Adding/dropping)

- **Course change period** First week of the semester. Refer to the academic calendar "수강신청" on Portal for the exact date
- **How to add/drop a course** Follow the same procedures as those for course registration

Course withdrawal

- **You can remove one course per semester after the course change period.**
- **Period** Approx. three weeks after the start of the semester (Dates vary slightly by semester, so please check the Academic Calendar on the Student Portal)
- **How to withdraw a course** Student Portal ▶ (New) Academic Affairs Info (all menus) ▶ Course/Non-Academic ▶ Course Waiver ▶ “Search” (menu bar at the top) ▶ Select a course that you want to withdraw from ▶ Click “Remove (포기)”
 - ※ Please check the “Course Registration Results/View Examination Timetable” to see whether the course has been successfully dropped. (Student Portal ▶ (New) Academic Affairs Info ▶ Course/Non-Academic ▶ Course Registration Results/View Examination Timetable)

The screenshot shows the 'Academic Service' portal. The left sidebar has a menu where 'Course/Non-Academic' is selected and 'Course Waiver' is highlighted. The main content area is titled 'Course Waiver' and includes a search form with 'Year' set to 2020 and 'Sem.' set to 동계개설. A red box highlights the 'SEARCH' button. Below the search form is a section for 'Course Registration History' with a table that currently displays 'Not Find DataList'.

Repeating a course

- A course may only be repeated a second time if you received a C+ or lower the first time you took the course.