



서울대학교

Seoul National University Course Registration User Manual

Please make sure to practice course registration during pre-course registration period.

If you have any problem, contact Office of Academic Affairs(02-880-5042)

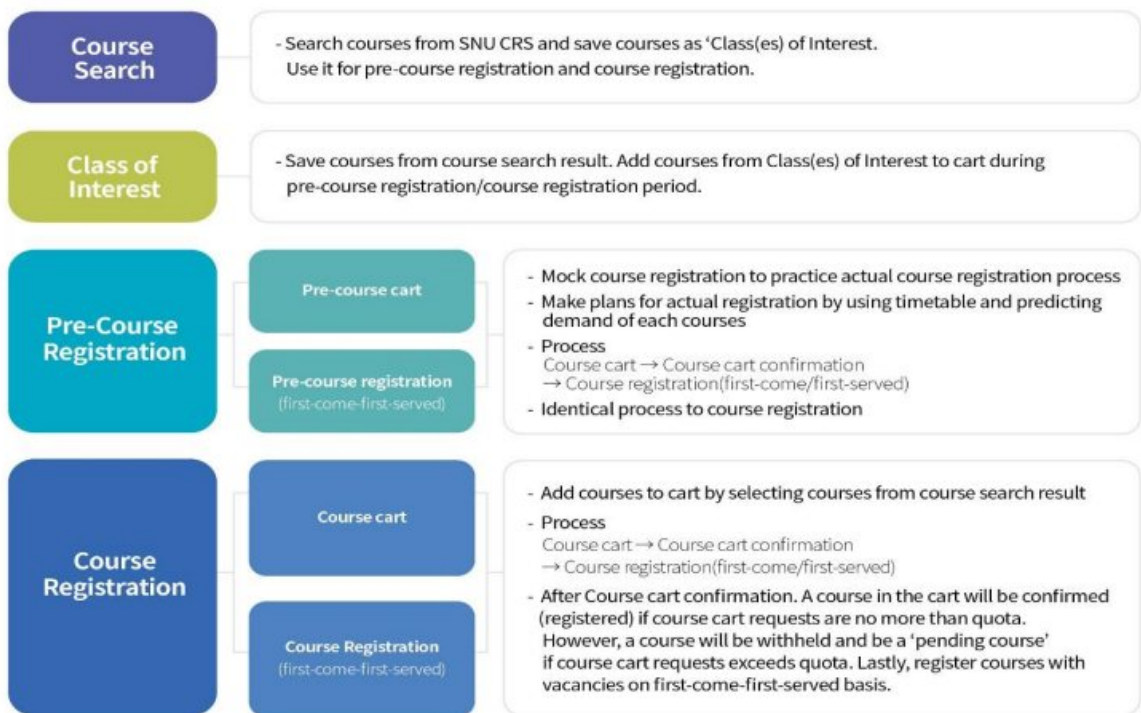
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Outline

Course Registration Services

Course Registration Major Services



1. Course Search

- If you are not logged in: course search is available (Press "Search" Button)
- If you are logged in, following functions would be available
 - Course search, Save as 'Class of Interest'
 - Pre-course registration / Course registration (depends on period)

2. Class of Interest

- Save courses as 'Class of Interest' after course search
- Use it for Time table simulation, pre-course registration, course registration

3. Pre-course Registration

- **MOCK registration**: opportunities to practice registration process (It is **NOT an actual registration**)
- Process: Pre-course cart → Pre-course cart confirmation
→ Pre-course registration(first-come-first-served)
- Identical condition/settings compared to actual course registration

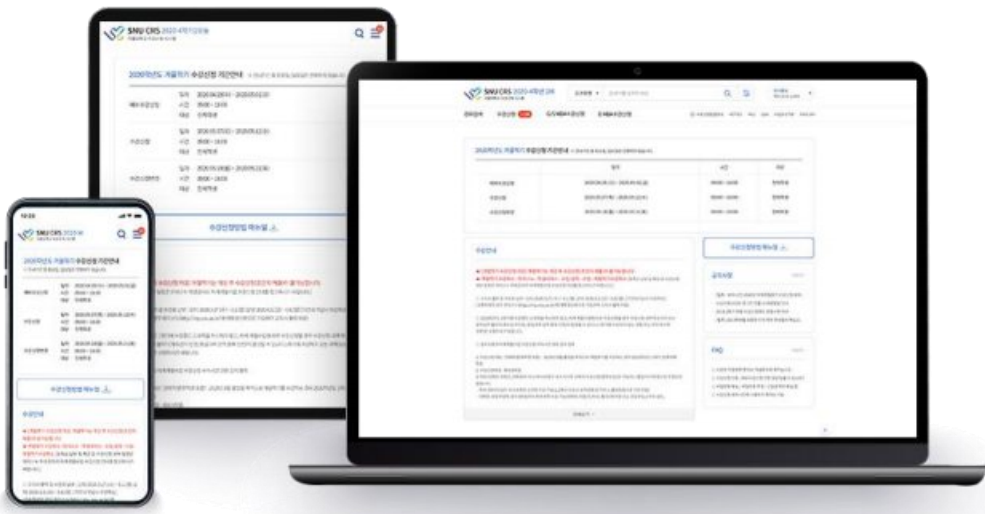
Major Changes of SNU Course Registration

4. Course Registration

- Check registration information: Limitations, Same/Alternative courses, Retaking courses, etc.
- Process:
 - Course cart → Course cart confirmation → Course registration(First-come-first-served)
 - Course cart shopping (Day 1-2)
 - Course search, Add courses to Course cart from "Class of Interest"
 - Course Cart Confirmation (Day 3)
 - Registration will be confirmed after comparing number of course carts and course quota.
- ▶ If the number of course cart(s) is no more than course quota, all course carts will be confirmed and shown in course registration list.
- ▶ If the number of course carts exceeds course quota, all course carts will be withheld and the course will be designated as "Pending courses"
- Course registration(Day 4-6): first-come-first-served registration for **vacancies**
 - ※ On Day 1 of First-come-first-served registration (= Day 4 of course registration)
 - Registration of "pending courses" will be limited to students added courses to cart

5. Course change

- Delete courses: Select and Delete courses in the course registration list
- Register new courses: Add courses by registration
 - ▶ 'Available quota after cancellation' mark
 - Once course quota is full and if vacancies are available due to cancellation, the mark would be shown under course title.
 - ▶ Register courses that marked 'Available quota after cancellation'
 - registration is limited to 3 times in a day (In designated time)



- Responsive web: Use CRS in various devices including PC, Mobile

1. Login & Registration

1. Login and Registration

SNU Course Registration System(CRS) URL

The screenshot shows the SNU CRS 2020 - Winter Semester Course Registration System interface. At the top, there is a header with the SNU logo and the text "SNU CRS 2020 - Winter Semester Course Registration System". Below the header, there is a search bar with the placeholder text "Please enter your search term". To the right of the search bar, there are links for "GUIDELINE(PDF)", "Notice", "FAQ", "Q&A", "Class Time", and "KOREAN".

Below the header, there is a navigation bar with the following links: "Course Search", "Course Registration", "GKS MBA Course Registration", and "E MBA Course Registration".

The main content area is divided into two columns. The left column contains a table titled "2020YearWinter Semester Course Registration Period Information". The table has four columns: "Categories of Course Registration", "Date", "Time", and "Target".

Categories of Course Registration	Date	Time	Target
2020 Winter Session Pre-course cart shopping	2020-10-22(THU) ~ 2020-10-22(THU)	08:30 ~ 16:00	All students(Except domestic exchange students)
2020. Winter Session Course cart Confirmation Process	2020-10-23(FRI) ~ 2020-10-23(FRI)	17:00 ~ 23:00	Course Cart Confirmation Process by Office of Academic Affairs
2020 Winter Session Pre-course shopping	2020-10-23(FRI) ~ 2020-10-23(FRI)	08:30 ~ 16:00	All students(Except domestic exchange students)
2020 Winter Session Pre-course Registration	2020-10-26(MON) ~ 2020-10-26(MON)	08:30 ~ 16:00	All students

The right column contains a "Please log in" section with a login form. The form has two input fields: "MySNU ID Number" and "Password". Below the input fields is a blue "LOGIN" button. Below the button, there is a link "Find ID / Find Password".

Below the login section, there is a "GUIDELINE" button with a download icon. Below the guideline button, there is a "Notice" section with a "More" link. The notice section contains the following text:

- Busy time of the Registration..
- ★Course registration site logl..
- Busy time of the Registration..
- Busy time of the Registration..

■ Web site(SNU Course Registration System(CRS)) URL: <https://sugang.snu.ac.kr>

- SNU CRS: <https://sugang.snu.ac.kr>

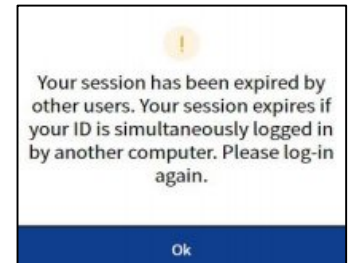
- Visit SNU portal mySNU then move to SNU CRS: <https://my.snu.ac.kr/>

1. Login and Registration

Notes for Course Registration

■ Prohibition of Multi Login

- Multi login through multi browsers
(with same student ID, same PC) is prohibited
- Multi login through multi PC (with same student ID) is prohibited
- Pop-up message will be shown to former login user,
if multi login trial is detected



■ Browser compatibility and Optimal Resolution

- Browser compatibility: Internet Explorer (above V. 11), Chrome, Safari, etc.
- Responsive web: CRS will be resized and displayed in all devices including PC, Mobile

■ Allow Pop up

- Tool – Internet Option – Personal Information – Allow pop up – Settings – Add to list
- Add website : <https://sugang.snu.ac.kr>
(There might be difference depending on browsers)

■ Limitation on double click for registration button

- You cannot double click registration button

■ Login time(Automatic logout and login extension)

- Login time: 10 minutes
- Automatic logout: Get back to CRS main page after logging in for 10 minutes
- Login extension
 - Login extension popup : Before automatic logout in a minute
 - [Extend Login Now]
 - ▶ Extend login for 10 minutes from present
 - ▶ Location: Bottom of CRS website (PC), Bottom of right side of the menu (Mobile)

2. Process and Function

Course Registration Process

Course Registration Process

Pre-course Registration

- **Mock registration** for practicing registration process
- Identical condition compared to actual course registration
- Process
Pre-course cart
Pre-course cart confirmation
Pre-course registration (First-come-first-served)

Day 1-2 Course Cart Shopping

- Shopping: Add courses to course cart
- Save as "Class of Interest"- Course cart
- Course search - Course cart
- No changes are possible after course cart period.

Day 3 Course Cart Confirmation

- Systematic confirmation by Office of Academic Affairs
- Number of course carts are within course quota → **Confirmed** = course registered
- Number of course carts exceeds course quota → Not confirmed **"Pending courses"** = First-come-first-served registration

Day 4 First-come-first-served Course Registration

- First-come-first-served registration for courses with vacancies
- **"Pending courses"** can only be registered by students who add courses to course cart
- Courses that has reached their course quota will be marked "Available quota after cancellation"
- Registration of **"Available quota after cancellation"** is possible **3 times a day** (In designated time)

Day 5-6 First-come-first-served Course registration

- First-come-first-served registration
- Courses with vacancies will be marked "Available quota after cancellation"
- Registration of **"Available quota after cancellation"** is possible 3 times a day (10:00~11:00 AM, 1:00~2:00 PM, 3:00~4:00 PM)

Course Change & Quota Exceeding Course Registration Request

- Change course delete and add courses
- Courses with vacancies will be marked "Available quota after cancellation"
- Registration of **"Available quota after cancellation"** is possible 3 times a day (10:00~11:00 AM, 1:00~2:00 PM, 5:00~6:00 PM)
- Quota exceeding course registration request
 - Students' request
 - Instructor's approval
 - **Students' registration confirmation**

2. Function

2. Available Function(Abstract)

- Available functions varies due to course registration schedule
- Ordinary time/ Pre-course registration/
Course registration(Course cart/first-come-first-served course registration)

Classification	Function	Ordinary time	Pre-course registration	Course cart	Course registration (First-come-first-served)
Course search	Simple search	O	O	O	O
	Advanced search	O	O	O	X
	Class of Interest	O	O	O	O
	Pre-course registration	X	O	X	X
	Course registration	X	X	O	O
Class of Interest	Class of Interest	O	O	O	O
	Pre-course registration	X	O	X	X
	Course registration	X	X	O	O
Pre-course Registration	Pre-course cart	X	O	X	X
	Pre-course registration	X	O	X	X
	Pre-course registration list	O	O	O	O
	Pre-course change	X	O	X	X
Course registration	Course cart	X	X	O	X
	Course registration	X	X	X	O
	Course registration list	O	O	X	O
	Course change	X	X	X	O

3. Function and Manual

3-1. Login

mySNU account Login

Title

Please enter your search term

Q

Course Search

Course Registration

MBA Course Registration

E MBA Course Registration

GUIDELINE(PDF)

Notice

FAQ

Q&A

Class Time

KOREAN

2020YearWinter Semester Course Registration Period Information

※ There is no Saturday or Sunday during the information period.

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2020. Winter Session Course cart Confirmation Process	2020-10-23(FRI) ~ 2020-10-23(FRI)	17:00 ~ 23:00	Course Cart Confirmation Process by Office of Academic Affairs
2020 Winter Session Pre-course registration	2020-10-27(TUE) ~ 2020-10-27(TUE)	08:30 ~ 16:00	All students
2020 Winter Session Pre-course	2020-11-04(WED) ~ 2020-11-04(WED)	08:30 ~ 23:00	All students

Please log in

MySNU ID Number

Password

LOGIN

You can find your snu no. and password.
[Find ID / Find Password](#)

GUIDELINE

Notice

More >

· Busy time of the Registration..

· ★Course registration site logi..

· Busy time of the Registration..

· [2019.Summer] Notice for Liber..

FAQ

More >

■ Login with mySNU account : Enter mySNU(<https://my.snu.ac.kr/>) ID & Password

3-1. Login

mySNU Account Login

SNU CRS 2020 - Winter Semester
Course Registration System

Title Please enter your search term

Course Search | Course Registration | MBA Course Registration | E MBA Course Registration

GUIDELINE(PDF) | Notice | FAQ | Q&A | Class Time | KOREAN

2020YearWinter Semester Course Registration Period Information
※ There is no Saturday or Sunday during the information period.

Categories of Course Registration	Date	Time	Target
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2020 Winter Session Pre-course registration	2020-10-27(TUE) ~ 2020-10-27(TUE)	08:30 ~ 16:00	All students
2020 Winter Session Pre-course	2020-11-04(WED) ~ 2020-11-04(WED)	08:30 ~ 23:00	All students

Please log in

MySNU ID Number

Password

LOGIN

You can find your snu no. and password.
[Find ID / Find Password](#)

GUIDELINE

Notice [More >](#)

- Busy time of the Registration..
- ★Course registration site logi..
- Busy time of the Registration..
- [2019.Summer] Notice for Liber..

FAQ [More >](#)

■ Find mySNU account

- Find mySNU account by personal information (cell-phone/ private e-mail address) registered in portal mySNU (my.snu.ac.kr)

Changing Password

▶ Password Conditions

- length: 9~20 digits
- should contain more than 1 digit of alphabets, numbers, special characters

▶ Password Limitations

- should not include '+'(plus) character
- should not include more than 4 digits of same characters or numbers (EX: 0000, aaaa)
- should not include more than 4 digits of continual characters or numbers (Ex) 1234,abcd,9876, zyxw)
- should not include more than 3 digits of numbers from student ID (Ex) If student ID is 2011-13579, you cannot use 201,011,111,113,135,357,579, etc)

3-1. Login

mySNU Account Login

Home

Find ID

The process of finding SNU ID varies according to the group you belong to. So choose the appropriate member group before entering your name and date of birth. You can not find SNU ID without this verification procedure.

User Type *

☐ FACULTY&STAFF
☒ STUDENT&ALUMNI
☐ PUBLIC

Name

BIRTH-DAY

Select Auth Method *

☒ Mobile(Verify via Mobile Phone Number)
☐ Digital Certificate
☐ SMS
☐ Email

Next

Home

Change Password

Enter your ID to find your password.

User Type *

SNU ID

Select Auth Method *

☒ Mobile(Verify via Mobile Phone Number)
☐ Digital Certificate
☐ SMS
☐ Email

Next

■ Find ID and Change password

- Find ID

- 1) Fill in name, birthday(year-month-day Ex) 2000-01-01)
- 2) Select a method for authentication(verification): Mobile, Digital Certificate, SMS, Email

- Change Password

- 1) Fill in mySNU ID
 - 2) Select a method for authentication(verification): Mobile, Digital Certificate, SMS, Email
- ※ If you select SMS or Email, mobile number or email address should be registered in mySNU personal information in advance

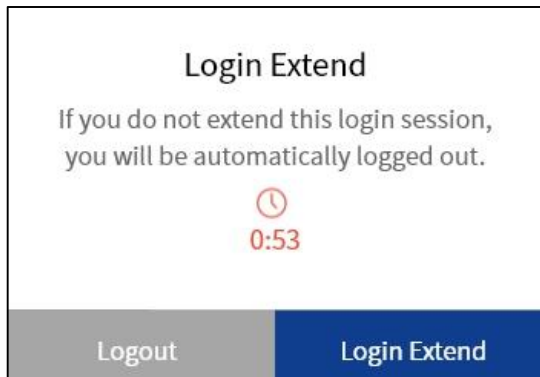
3-1. Login

Login Extension (PC)



■ Login extension (Bottom of CRS Website)

- Remaining time for automatic logout will be displayed in real time.
- [Extend Login session now] button: 10-minute log in extension after clicking button.

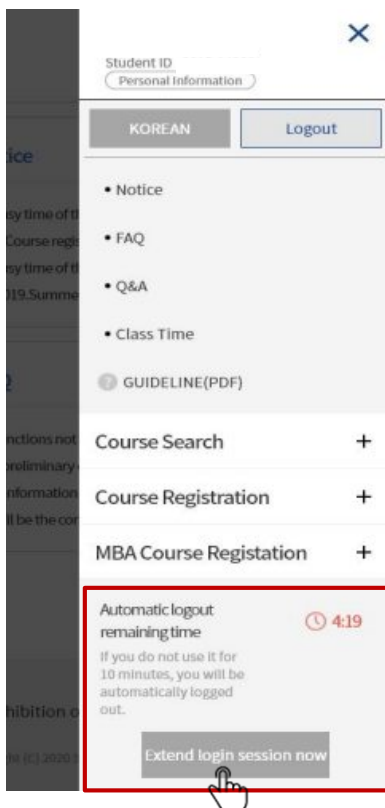


■ Automatic logout

- Login extension pop up will be shown 1 minute before automatic logout
- Logout / Login Extension
- If login is not extended, CRS main page will be shown

※ Login Extension Pop up

Login Extension (Mobile)



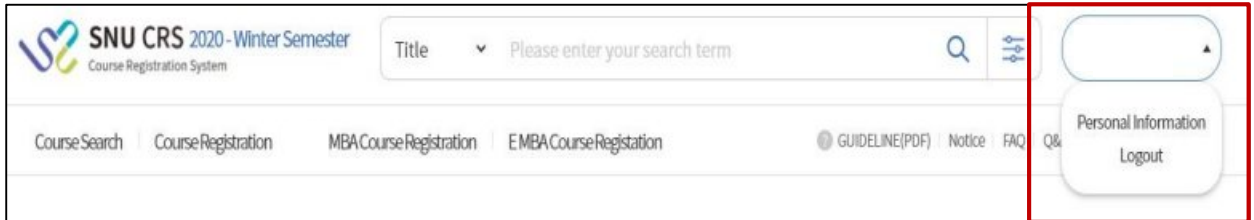
■ Login Extension

- Location: Click Right side > Bottom of menu
- Extend login
- Check remaining time before automatic logout

3-2. Personal Information

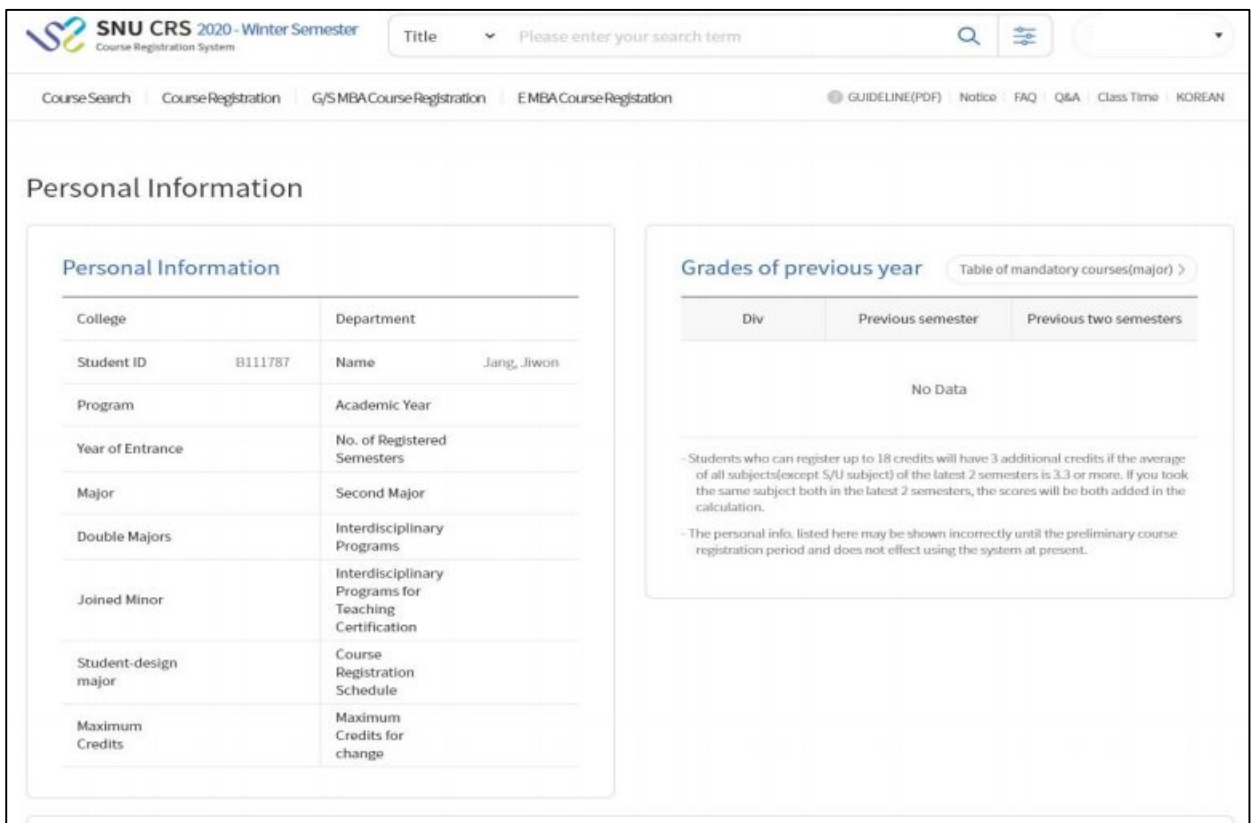
3-2. Personal Information

Personal Information



■ Location

- Upper right side of CRS(Name and Student ID) → Click [Personal Information]



■ Personal Information

- Personal Information is confirmed before preliminary course registration

- Listed Information

Degree(program), major, enrollment, registration credits, credits for changing courses, repeated courses etc.

※ Note for Personal Information

- If you are not included as “course registration subject” message “You are not course registration subject” could be shown.
- Grades of Previous 2 semesters:
grades of retaken courses are included
GPA of all courses(except S/U courses) will be calculated.



3-3. Class Time

3-3. Class Time

Class Time



Title

Please enter your search term





Course Search

Course Registration

MBA Course Registration

EMBA Course Registration

GUIDELINE(PDF)

Notice

FAQ

Q&A

Class Time

KOREAN

Class Time

Div	50-minute class(Start on the hour)	75-minute class(Start on the hour)	75-minute class(Start half past)
0 period	08:00-08:50		
1 period	09:00-09:50		09:30-10:45
2 period	10:00-10:50		
3 period	11:00-11:50	11:00-12:15	
4 period	12:00-12:50		12:30-13:45
5 period	13:00-13:50		
6 period	14:00-14:50	14:00-15:15	
7 period	15:00-15:50		15:30-16:45
8 period	16:00-16:50		
9 period	17:00-17:50		
10 period	18:00-18:50		
11 period	19:00-19:50		
12 period	20:00-20:50		

■ Class Time

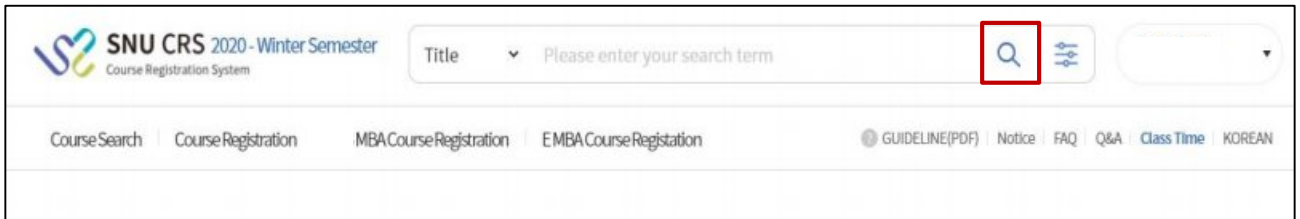
- Class time show when each period starts and ends
- Class time is divided into 50-minute and 75-minute class



3-4. Course Search

3-4. Course Search

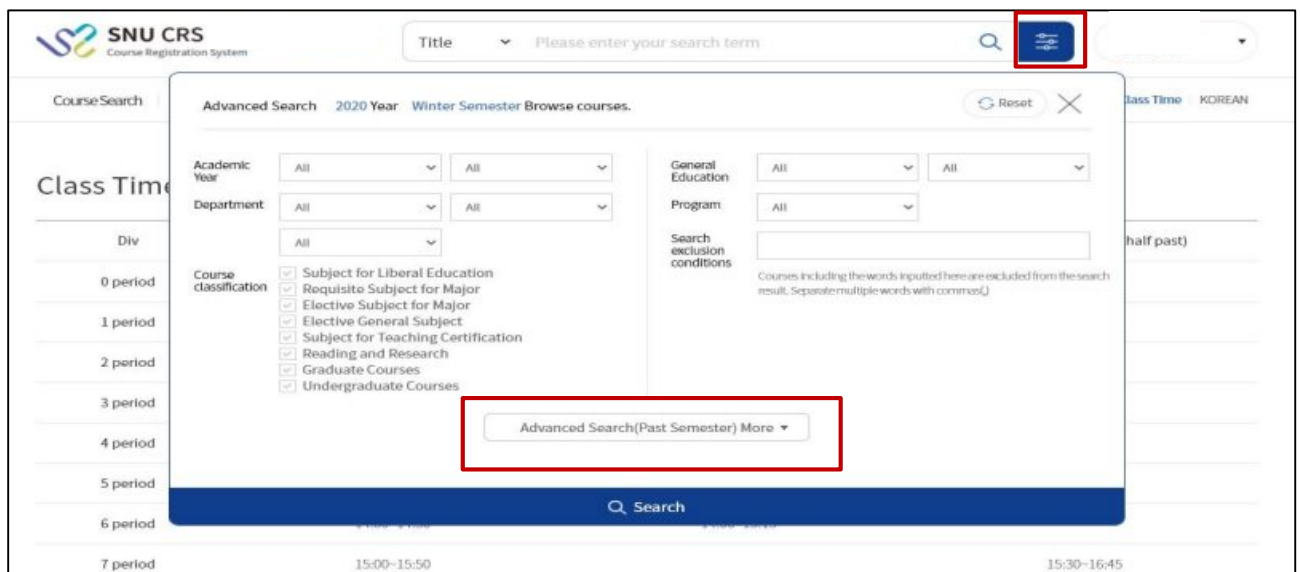
Course Search



■ Course Search (No need to log in)

- ※ Search all courses of current semester: click magnifier(Search icon)
- ※ Search specific courses of current semester: click simple/advanced search)
 - Location: search engine of SNU CRS main page
 - Function: search courses, use for class of interest, pre-course course cart/registration, course cart/registration
 - Simple/Advanced search
 - Simple search is default setting.

Search Condition



■ Simple Search

- Search condition: courses of current year and semester will be searched according to department, course classification, course number and course title.
- Reset conditions: reset all search conditions
- Advanced search: Click [advanced search(past semester)]

3-4. Course Search

Search Condition(Advanced Search)

The screenshot displays the 'Advanced Search' modal window of the SNU CRS 2021 - Winter Semester Course Registration System. The interface is organized into several sections for filtering course results:

- Top Bar:** Includes the system name 'SNU CRS 2021 - Winter Semester Course Registration System', a search dropdown, a button to 'Click Search button to check list of all courses', and a search icon.
- Filters:**
 - Academic Year:** Dropdowns for '2021' and 'Winter Semester'.
 - Department:** Three dropdown menus, all set to 'All'.
 - Course classification:** A list of checkboxes including 'Subject for Liberal Education', 'Requisite Subject for Major', 'Elective Subject for Major', 'Elective General Subject', 'Subject for Teaching Certification', 'Reading and Research', 'Graduate Courses', 'Core Subject for Liberal Education', and 'Undergraduate Courses'.
 - Credits:** Input fields for a range (e.g., '1 - 3').
 - Name Of Instructor:** A text input field.
 - Quota:** Input fields for a range.
 - Number of registered students:** Input fields for a range.
 - General Education:** Two dropdown menus, both set to 'All'.
 - Program:** A dropdown menu set to 'All'.
 - Search exclusion conditions:** A text input field with a note: 'Courses including the words inputted here are excluded from the search result. Separate multiple words with commas(,)'.
 - Location (Bld-Room):** A dropdown menu set to 'All' and a 'Campus Map' button.
 - Class Time:** A dropdown menu set to 'All' and a 'Day Choice' dropdown with a '+' button.
 - Lecture constituent:** A dropdown menu set to 'All' and a checked checkbox for 'English Lecture'.
 - Additional Options:** Checkboxes for 'Grading Type Choosable', 'Pending courses', and 'Online Class'.
- Bottom Bar:** A blue bar with a magnifying glass icon and the text 'Search'.

■ Advanced Search

- Location: Course search – Simple search – [Advanced Search(past semester)]
※ function could be unavailable during course registration time load
- Conditions: simple search conditions, credits, lecture room location, quota, class time, instructor(name), number of students registered courses, previous semester, etc.

3-4. Course Search

Course Search Result

Title

Please enter your search term

Course Search

Course Registration

MBA Course Registration

EMBA Course Registration

GUIDELINE(PDF)

Notice

FAQ

Q&A

Class Time

KOREAN

[Subject for Liberal Education] Korean Literature and World Literature

Lee Haeng-mi | Dept. of Korean Language & Literature

No. of registered students/Quota(enrollment students) 0/40 (40) | Credits 3

☆ 3

0

>

53

[Subject for Liberal Education] Reading Popular Fiction in English

Jung Seohyon | Dept. of English Language & Literature

No. of registered students/Quota(enrollment students) 0/40 (40) | Credits 3

☆ 2

0

>

[Subject for Liberal Education] Reading Popular Fiction in English

Yehrim Han | Dept. of English Language & Literature

No. of registered students/Quota(enrollment students) 0/40 (40) | Credits 3

☆ 2

0

>

- Course search result
 - Search result: instructor, department, number of students registered course/quota, credit, class time, available quota after cancellation, retaking courses, foreign language lecture, restricted mark(®)
 - Click Course title then course details will be popped up.
 - ☆ Star = Number of Class of Interest / Cart: Number of Course carts

Images	Function
Available quota after cancellation Retake	Available quota after cancellation : Once course had reached quota, 'available quota after cancellation' mark will be shown if vacancies due to cancellation.
	Left Icon will be displayed if a lecture room is barrier-free room. Right Icon will be shown if foreign language used for the course.
2750	This Icon shows number of students saved each course as 'Class of Interest'
356	This icon shows number of course carts students added for each course.