

Course Sign-up Guide

2016 Fall

Registration Period : August 23, 25 (8:00 AM ~ 23:00)
(GMT + 9)

Website : sugang.skku.edu

We highly recommend you use the *Microsoft Internet Explorer* for the Sugang website.

SKKU does not provide Mac OS due to technical matters.

Please use [our mobile app](#) or emergency access.

Introduction

Dear exchange/visiting students,

We expect that students come to Korea before a week or so, and there will be some overlaps with the course sign-up period.

On August 23th, 25th you will signing up for the courses.

But in most cases, it is very natural that exchange students cannot register classes they want when they try to do it online. Normally, the registration will be over in 5 minutes after the beginning of 8:00a.m, due to fast students in Korea.

Usually you will be very successful if you get into 1~2 courses online, and for rest of them you have to visit professors for approval, when the semester starts.

Our office will be very busy handling with course sign-up approvals from the beginning of September, and in the end students will have little or no problem taking classes. No worries.

Please take this into your consideration, and we'll do our best, too.

- *On behalf of the OIR, Myung bo Shim*

Introduction

-Tips-

Try to prepare Plan Bs as many as you can. In other words, it's better to think of many other courses, in case you fail to get into the courses you want. In this case, using Course Bag will help.

Course Sign-up Guide

2016 Fall

We have 3 ways for course registration below.

1. [Course bag\(Recommended/for all courses\)](#)
2. [Fill in the course code and section number\(for all courses\)](#)
3. [Mobile app\(emergency/for Mac OS user\)](#)

1

Course Sign-up(Course Bag)

Way 1. Course Registration with 'Course Bag' function

Course bag is the easiest way to register your courses.

How to...

1. Go to SKKU webpage
2. Log in and access to GLS
3. Add courses you want in the course bag at GLS before the registration period
4. Go to Sugang webpage & 'Registration' tab
5. At the Course Bag tab, Click on "Registration"
6. Check your results at "Final Course List" tab

NOTE: Finishing 'Course Bag' does not mean that your registration is done.

You MUST register your courses at Sugang webpage.

1. Access to www.skku.edu/eng

 SUNG KYUN KWAN UNIVERSITY (SKKU)

HOME | KOREAN

KINGO ID LOGIN 

About SKKU

Admissions

Academics

Research

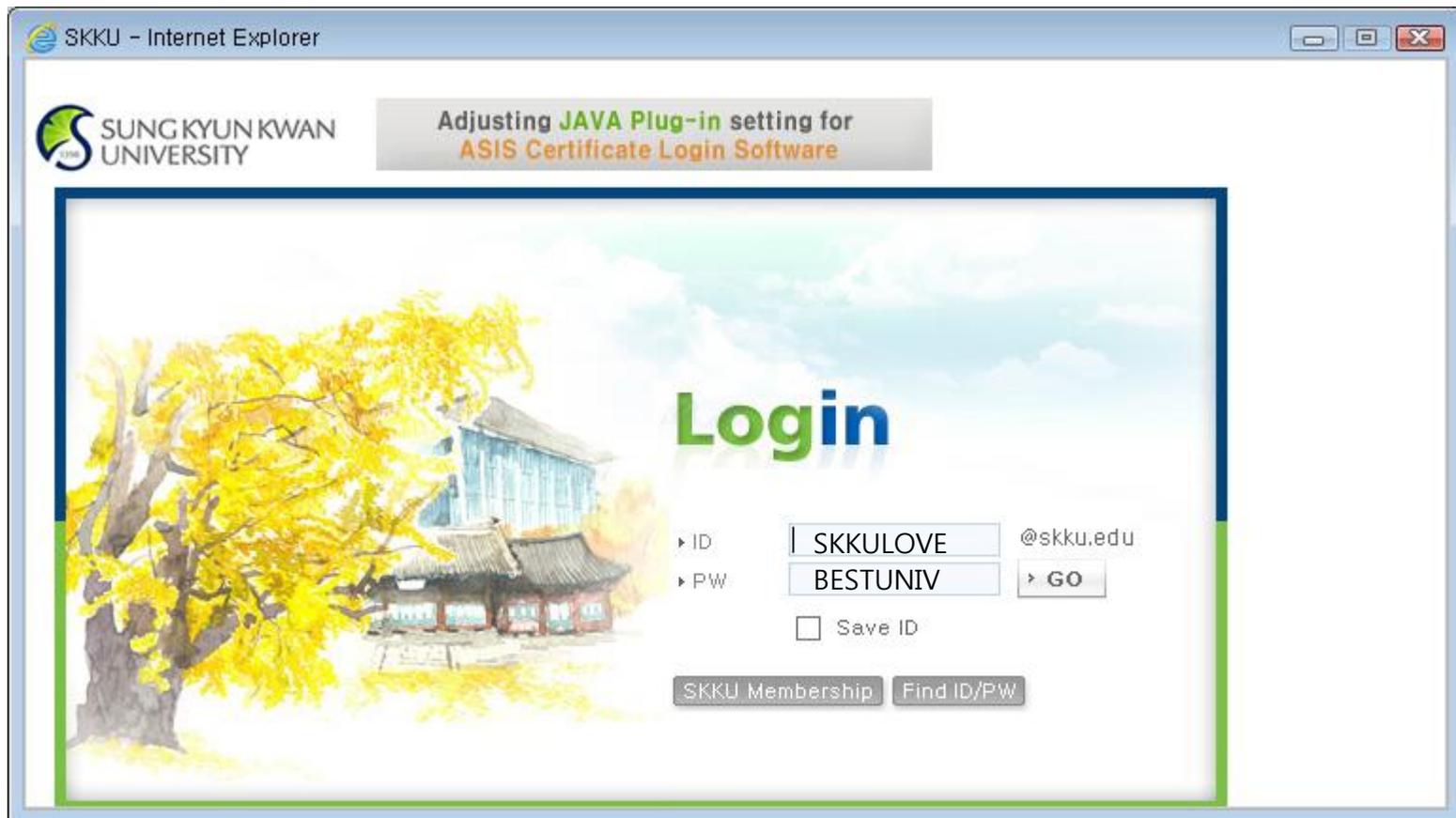
Univ-Industry Collabo.

International

Campus Life

2. Click it





Log-in with the **portal ID** and password you made by yourself

Course Bag (Go to GLS)

The screenshot shows the SKKU website interface. At the top, there is a navigation bar with the following items: Home, MyHome, CYAN, community, Mail, **GLS**, and Certification. The 'GLS' item is highlighted with a red rectangular box, and a blue arrow points to it from the right with the text "Click it". Below the navigation bar, there are several sub-menus: Schedule, Contact Info, va, WebHard, HomepageBuilder, mentoring, and IT LECTURE. The main content area is divided into sections: "My Info" (with links for 메일, 최신게시물, and 설문정보), "today's schedule" (for Jan 21, 2015), "Academic Information" (with a list of notices), "SKKU NEWS" (with a list of news items), and "나의 커뮤니티" (with links for 지식혁신 T/F, Master Black Belt, and 프로젝트 관리 기법). A large green banner with the text "Unique Origin Unique Future" is also visible.

Course Bag(Put the courses in 'course bag')



1. Click

Search Pre-Faculty

Menu My Menu

메뉴펼치기 메뉴접기

- Academic Calendar
 - Notice on Academic Calendar
 - 수업연혁**
 - Electronic Schedule**
 - Putting in the Course Bag
 - Undergraduate Major Courses
 - Undergraduate Liberal Arts/Other Courses
 - General Graduate Courses
 - Specialty Graduate Courses
 - Special Graduate Courses
 - Summer/Winter Courses
 - Search for All Courses**
- Application/Graduation Requirements Management
 - Notice
 - Application for Test
 - Application for Support of College Life

2. Click

3. Click

4. Click

Search for All Courses

Pre-Faculty>Search for All Courses

I check the courses by course code, course title, and instructor's name.



8. click

Search Condition 5. Select semester 6. Select campus of the courses

Academic Semester/Yr: Spring Semester, 2015 Campus: Humanities Natural I-CAMPUS

Search Type: Course Code IEC4007

7. Fill in the course code

* 2012학번 이전 입학생 : 전공기반/전공심화/실용실습 영역 이수
 * 2013학번 이후 입학생 : 전공핵심/전공일반/실용실습 영역 이수

Putting in the Book Bag	Degree Course	Type of Field	Course Code	Course Title	Instructor Charge
	Campus	Type of Field(2013)	Credits (Hrs)	Class Time/Classroom	Type of Class
Add	Bachelor/Master	Major	IEC4007-01	Economics in Global Environments	PYOUN, HYUNGH
	Humanities	Major	3(3)	Fri09:00-10:15 [9B320] ,Fri10:30-11:45 [9B320]	Course in International Language

Caution: please check up the section number.

9. Add this course in your 'course bag'

Course Bag (Check up the result)

성균관대학교 SUNGKYUNKWAN UNIVERSITY My Info. is here GLS/ASIS | Logout |

Search Pre-Faculty

Menu My Menu
 메뉴열리기 메뉴정기

- Academic Calendar
 - Notice on Academic Calendar
 - 수업영역
 - Electronic Schedule
 - Putting in the Course Bag** 1. Click
 - Undergraduate Major Courses
 - Undergraduate Liberal Arts/Other Courses
 - General Graduate Courses
 - Specialty Graduate Courses
 - Special Graduate Courses
 - Summer/Winter Courses
 - Search for All Courses
- Application/Graduation Requirements Management
 - Notice
 - Application for Test
 - Application for Support of College Life

Putting in the Course Bag Pre-Faculty > Putting in the Course Bag

SEARCH

Search Condition: 2. Select semester

Student ID: Name:

Academic Semester/Yr: **Spring Semester, 2015** Module: ALL

강평 조회가능 횟수: 15 | 책가방담기 가능학점: 21 | 책가방담은 학점: 3

3. Click

Info.
 + You can check up the detailed information if you doubleclick the course code, course title, class time, and lecture room.

Total Count : 1 / 1

Delete the book bag.	Course Code	Degree Course		Course Title	Instructor in Charge	강의평가 결과확인
		Credits (Hrs)	Module			
Remarks					Type of Class	책가방 담은 인원
Course Information						
DEL	IEC4007-01	Bachelor/Master		Economics in Global Environments	YOUN, HYUNGH	CHK
		3(3)		Fri09:00-10:15 [9B320] ,Fri10:30-11:45 [9B320]	Course in I	

Read course review (It's limited chance)

The maximum number of reading course review is 15

The maximum number of credits in course bag is 21

Current number of credits in course bag

After you finish the course bag,
Go to sugang.skku.edu

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Change the page into English version

The screenshot shows a web browser window with the URL <http://sugang.skku.edu/skku/>. The page title is "Login for Registration at Sungkyunkwan University (SKKU)".

On the left side, there is a language selection menu with two options: KOREAN and ENGLISH. The "ENGLISH" option is highlighted with a red rectangular box, and a blue arrow points to it with the text "Click !!".

Below the language selection, there are input fields for "Student number:" and "Password:". A red asterisk note below the password field reads: "* Enter Kingo Portal login password." A green "Login" button is positioned below these fields.

On the right side, there is a "Notice" section with the following text:

- You can login before course registration period.
- With adopting automatic order waiting system, if you implement Macro program or F5, your order will be postponed.
- Overlapped login is not possible.

At the bottom of the page, there is a footer with the text: "COPYRIGHT © 2015 SUNGKYUNKWAN UNIVERSITY ALL RIGHTS RESERVED. This site is best viewed using Chrome, Firefox, Safari or Internet Explorer(7 or higher)." and links for "Course Registration Manual Download" with sub-links for "[Undergraduate]" and "[Graduate]".

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Log in

Please note **Student number** that we sent you is needed, not your portal ID that you made by yourself.
(Password is the same one with the portal password which you made by yourself.)

KOREAN ENGLISH

Student number : 2016318007

Password :

* Enter Kingo Portal login password.

Login

- You can login before course registration period.
- With adopting automatic order waiting system, if you implement Macro program or F5, your order will be postponed.
- Overlapped login is not possible.

Course Registration Manual Download
[\[Undergraduate\]](#) [\[Graduate\]](#)

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2016-1 Course Registration

Name

Student Number

Degree Course

Bachelors

Major (Department)

Business Administration

Number of Semester for Expected Registration (Year for Registration)

1 (1)

Allowable Credits

18 Credit (including 0transferred credit)

Allowable Date for Registration

2016-02-23~
2016-02-25

Logout

 Course Registration Manual
 Download

Notice

Registration

Final Course List / Check waiting list

Logout

Notice

Notice for New System

Click

- 동일학기에 재수강 신청 과목과 학점포기 신청 과목이 중복되는 경우, 재수강 신청만 반영되며, 학점포기 신청과목은 승인되지 않으니 유의하시기 바랍니다.
- 과도한 수강신청 클릭 또는 매크로와 같은 불법소프트웨어를 수강신청 등에 사용하는 것은 타 학우들에게 큰 피해를 주는 행위이므로 수강신청 진행 시 불이익을 당할 수 있습니다.
- 복수전공을 하는 학생은 C/L 과목을 이수할 경우 최대 6학점까지만 상호 인정됩니다. 6학점을 초과하여 수강한 C/L 과목은 기본적으로 원전공 수강 학점으로 인정되며, C/L 과목을 6학점 초과하여 이수하는 학생들은 반드시 행정실로 문의하시기 바랍니다.
- 학석공통과목(학수번호 4번대 과목)의 경우에, 학부생은 학부 성적으로만 인정을 받습니다. 유의하시기 바랍니다.
- 대학원 과목은 수강철회를 할 수 없습니다.
- 동일교과목에 대한 학점포기와 재수강은 동일학기에 진행될 수 없는 바 수강신청시 유의하시기 바랍니다.
- 학부 편입생은 3.1 학적 생성 이전까지는 1~2학기 전공T/O로, 학적 생성 이후부터는 학생의 등록예정학기별 전공T/O 로 수강신청이 됩니다. (일반적인 편입생(3학년 편입) 학적 생성 이후 수강신청은 5~6학기 전공T/O로 배정) 단, 학적 생성 전에 완료된 수강신청건은 1~2학기 전공T/O 로 유지되나, 수강 변경기간에 해당 과목 삭제 후 다시 수강신청 하시는 경우에는 등록예정학기별 전공T/O 배정됨을 유의하세요(수강여석 확인 유의)
- 수강신청한 과목의 삭제는 해당 강좌 수강신청 가능일에만 가능합니다.

1-10

Course Bag (Course bag)



2016-1 Course Registration

Name

Student Number

Degree Course

Bachelors

Major (Department)

Business Administration

Number of Semester for Expected Registration (Year for Registration)

1 (1)

Allowable Credits

18 Credit (including 0transferred credit)

Allowable Date for Registration

2016-02-23~
2016-02-25

Logout

Course Registration Manual Download

KOREAN

Notice

Registration

Final Course List / Check waiting list

Logout

Course Bag Core Courses in Major Core Courses in Total Liberal Arts Liberal Arts(Time/Day) ABEEK

Course Code - (Divided) Course : [] - [] Registration

1. Click

in your book bag, you can put courses according to your student ID/department basic allowance for credits. (Transferred and additional credits are not applied)

Course Bag

	Registration	Course Code	Course Title	Degree Course	Credits	Hours	Major(1~2) registration/r restriction	Special registration/r restriction	Exchange student registration/r restriction	Total registration/r restriction
+	Registration	IEC4007-01	Economics in Global Environments	Bachelor/Master	3	3		0 / 0	0 / 0	0 / 0

2. Click for registration

Final Course List [Allowable Credits(including 0transferred credit) : 18credits] [Credits Registered : 0, Number of Courses Registered : 0]

Course Deletion	waiting information	Course Code	Type of Courses	Course Title	Credits	Instructor	Type of Major	Courses	Class
no data for course registration.									

no data for course registration.

1-11

Course Bag (Course bag)



2016-1 Course Registration

Name	
Student Number	
Degree Course	Master
Major (Department)	Economics
Semester	1
Allowable Credits	9
Allowable Date for Registration	2016-02-11~ 2016-02-25

Logout

Course Registration Manual Download

KOREAN

Notice Registration Final Course List Logout

Course Bag General Graduate Courses Specialty Graduate Courses Special Graduate Courses

Course Code - (Divided) Course : [] - [] Registration Registration of Prerequisite Courses []

▶ | check and register the undergraduate major courses.

Course Bag

	Registration	Course Code	Course Title	Degree Course	Credits	Hours	Instructor	Class
1	Complete	IEC4007-01	Economics in Global Environments	Bachelor/Master	3	3	HYUNGHOU	Wed12:00-13:15 Wed13:30-14:45

알림

Course Title : Economics in Global Environments
Credits/Hours : 3/3

The registration has been done.

It was successful !!!

close

Final Course List [Allowable Credits : 9] [Credits Registered : 3, Number of Courses Registered : 3]

	Course Deletion	Course Code	Course Title	Credits					
1	Delete	IEC4007-01	Economics in Global Environments	3	3	HYUNGHOU	Elective	[9B321]	[9B321]

1-12

Course Bag (Course bag)

Check your registered courses here

 성균관대학교
SUNGKYUNKWAN UNIVERSITY (SKU)

2016-1 Course Registration

Name

Student Number

Degree Course Master

Major (Department) Economics

Semester 1

Allowable Credits 9

Allowable Date for Registration 2016-02-11~
2016-02-25

Logout

Course Registration Manual
Download

KOREAN

Notice Registration **Final Course List** Logout

▶ Course Code - (Divided) Course : - **Registration** Registration of Prerequisite Courses

* 수강신청 내역조회, 수강신청 항목 삭제가 가능합니다.

Final Course List [Allowable Credits : 9] [Credits Registered : 3, Number of Courses Registered : 1 과목]

	Course Deletion	Course Code	수강구분	Course Title	Credits	Hours	Instructor	전공구분	Courses	
1	Delete	IEC4007-01		Economics in Global Environments	3	3	HYUNGHOU		Elective	We 14:

Way 2. Course Registration with 'Course Code' function

If you did not have enough time to prepare for the Course Bag, or if the Course Bag is too hard to understand.. Just put in the Course Code and Section No. at sugang.skku.edu

How to...

1. Go to sugang.skku.edu
2. Turn to English Version and Log in
3. At the Registration menu, put in the Course Code & Section no. that you know from the 2016 Fall Course Catalog excel file
4. Click "Registration"
5. Check your results at "Final Course List" tab

2-1

Course Sign-up(Filling in the code)

If you didn't have time to fill in the Course Bag, you can just put the Course Code as below.

성균관대학교
SUNGKYUNKWAN UNIVERSITY

2016-1 Course Registration

Name
Student Number
Degree Course: Master
Major (Department): Economics
Semester: 1
Allowable Credits: 9
Allowable Date for Registration: 2016-02-11~2016-02-25

Logout
Course Registration Manual Download

Notice Registration Final Course List Logout

Course Bag General Graduate Courses Specialty Graduate Courses Special Graduate Courses

Course Code - (Divided) Course : IEC4007 - 01

Registration Registration of Prerequisite Courses

Click!!

▶ I check and register the undergraduate major courses.

Course Bag						
Registration	Course Code	Course Title	Degree Course	Credits	Hours	Instructor

검색 조건을 선택 후 조회 버튼을 클릭 하세요.

2-2

Course Sign-up(Filling in the code)



2016-1 Course Registration

Name	
Student Number	
Degree Course	Master
Major (Department)	Economics
Semester	1
Allowable Credits	9
Allowable Date for Registration	2016-02-11~ 2016-02-25

Logout

Course Registration Manual Download

KOREAN

Notice Registration Final Course List Logout

Course Bag General Graduate Courses Specialty Graduate Courses Special Graduate Courses

Course Code - (Divided) Course : [] - [] Registration Registration of Prerequisite Courses

check and register the undergraduate major courses.

Course Bag

	Registration	Course Code	Course Title	Degree Course	Credits	Hours	Instructor	Class
1	Complete	IEC4007-01	Economics in Global Environments	Bachelor/Master	3	3	HYUNGHOU	Wed12:00-13:15 Wed13:30-14:45

Final Course List [Allowable Credits : 9] [Credits Registered : 3, Number of Courses Registered : 3]

	Course Deletion	Course Code	Course Title	Credits	Hours	Instructor	Class
1	Delete	IEC4007-01	Economics in Global Environments	3	3	HYUNGHOU	Elective [9B321]

알림

Course Title : Economics in Global Environments
Credits/Hours : 3/3

The registration has been done.

It was successful !!!

close

Way 3. Course Registration with Mobile Phone

If you cannot access with the computer, the Mobile Phone will be an alternative.

How to...

1. Download the SKKU Mobile Application (성균관대학교 모바일 수강신청)
2. Access to the Course Registration Page
3. Enter the Course Code & Section no. provided from the 2016 Fall Course Catalog excel file.

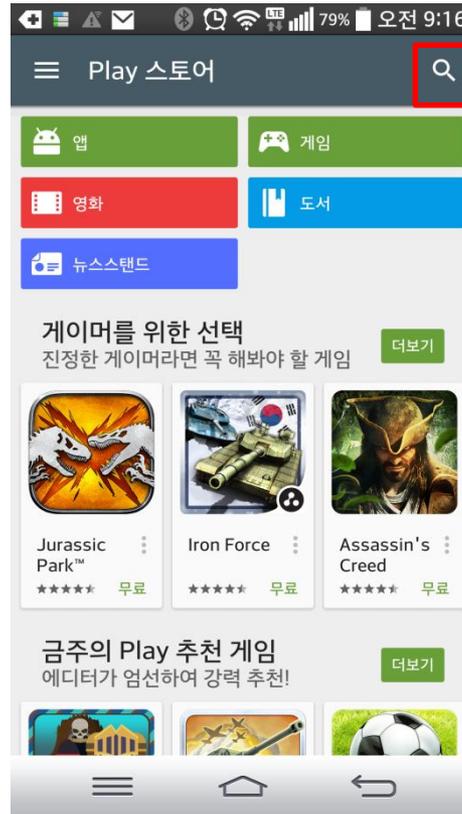
* Please note that you should fill in the Course Bag first, to make it easier.

3-2

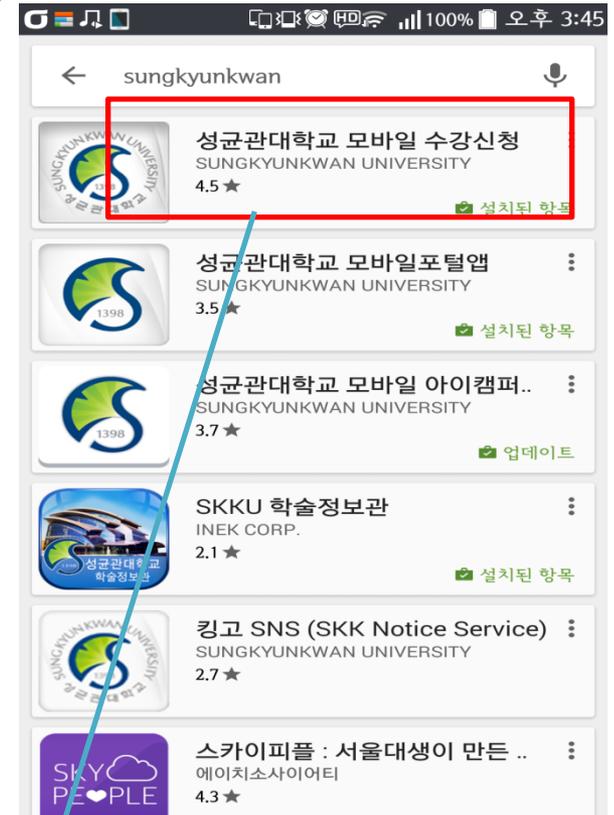
Downloading the mobile app

Android

1. Run 'play store'
2. Search the keyword 'skku'
3. Download the App



2. Search 'skku'



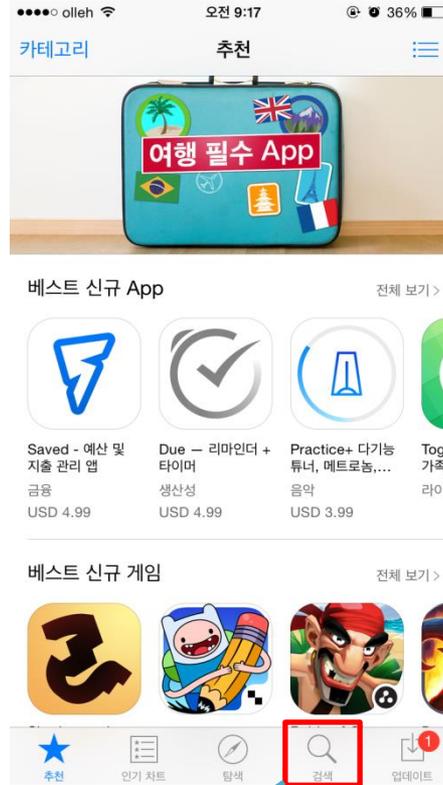
3. Download
'성균관대학교 모바일 수강신청'

3-2

Downloading the mobile app

iOS

1. Run 'app store'
2. Search the keyword 'skku'
3. Download the App



2. Search 'skku'



3. Download '성균관대학교 모바일 수강신청'

3-3

Access to the course registration page



Smart Registration

UNIVERSITY

SKKU(Undergraduate) ▼

ID

20163 []

PASSWORD

.....



Saved ID

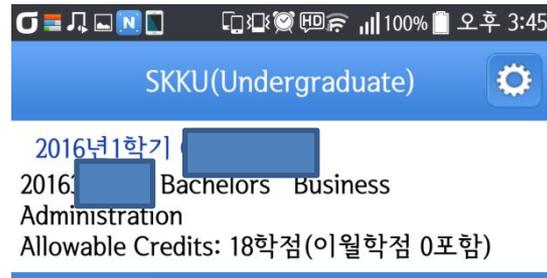


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3-4

Access to the course registration page



Notice



Search



Registration

Click on "Registration"

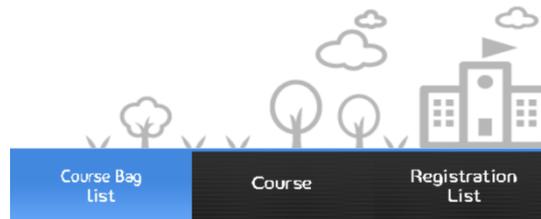


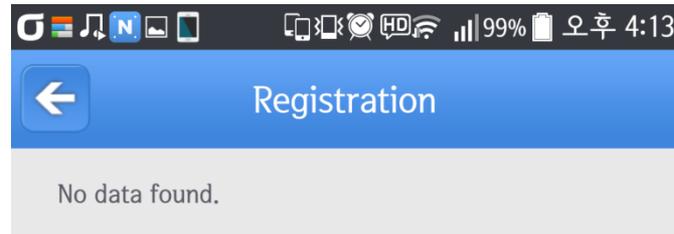
3-5

Access to the course registration page

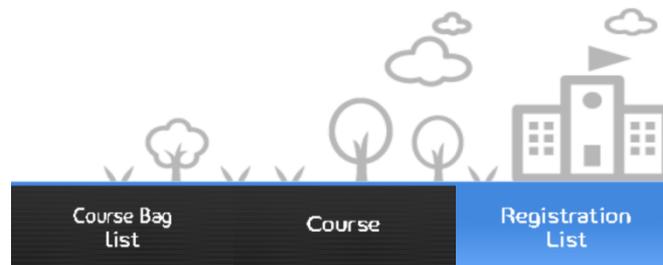


The Course Bag List will be shown on the page.
Click Add to register the Course !!!





If the registration was successful, the results will be shown on the page. Check your status here. In this case, I couldn't register the course since it is not the appropriate period.





Good luck!