

「2022-2」 Course Registration Guide

1. Period: 2022. Aug. 8.(mon) ~ Aug. 12.(fri)
2. How to do: Only using computer(web)
※ mobile course registration is possible only this period: 2022. Sep. 1.(thu) ~ Sep. 7.(wed)
3. Check course registration year(semester) here: 통합정보시스템(integrated information system) → [학생기초정보] (the red box down below)

4. Course Registration Credit Limit: Those who didn't take exact program for academic probation, even though they have received the academic probation will be limited for their course registration credit following school regulation article 66-2

※ You can check your course registration year on the [통합정보시스템(integrated information system)] and you must check the exact course registration year.

1. Outline

A. Subject

- Enrolled students, returning students, re-entry students, and freshmen(international students)

B. Schedule

In case of undergraduate students, the course registration will be sperately on going for each grade in order to prevent server overload and to provide smooth academic guide.

□ Undergraduates

대상	일자(시간)	시간	비고
Pre-course registration	2022. Aug. 1.(mon) ~ 3.(wed)	09:00 ~ 18:00	
Disabled students	2022. Aug. 5.(fri)	-	Apply for this in advanced by 2022. Aug 4.(thu) 12:00 at 장애 학생지원센터(supporting centre for disabled)
4 th year students	2022. Aug. 8.(mon)	09:30 ~ 11:30	Check your course registration year at [통합정보시스템(integrated information system)]
3 rd year students	2022. Aug. 8.(mon)	15:00 ~ 17:00	
2 nd year students	2022. Aug. 9.(tue)	09:30 ~ 11:30	
1 st year students	2022. Aug. 9.(tue)	15:00 ~ 17:00	
all students	2022. Aug. 10.(wed) ~ 8. 12.(fri)	09:00 ~ 18:00	including freshmen

C. Pre-course Registration

▶ What is Pre-course Registration?

A system that allows students to quickly proceed when they register their course by storing the subject they want to register like online shopping mall shopping cart within the maximum of credits that can be taken by each student without quota for each course.

- Subject: all students(※ except freshmen and new transferred students)
- Period: 2022. Aug. 1.(mon) 09:00 ~ Aug. 3.(wed) 18:00
- Course: All courses for 2022-2
- How: 수강신청시스템(<https://sugang.cnu.ac.kr/>)(☞Click HERE) → 수강관리 → 예비수강신청 (※ Only using that website)

D. Confirmation and change period

subject	date	time	etc.
all students	2022. Sep. 1.(thu) ~ 7.(wed)	09:00 ~ 18:00	

- ※ In this period, students can apply for new courses or change their courses that are registered during the course registration period
- ※ If the course is canceled because of lack of the number of student, those who registered that course must apply for change the course(the period for that will be announced, when the time has come)

2. How to register

A. Registration Period: 2022. Aug. 8.(mon) ~ Aug. 12.(fri)

B. Course Registration System(Using only coumputer)

- ※ on the Registration confirm and change period [2022. Sep. 1.(thu) 09:00 ~ Sep. 7.(wed) 18:00] it is possible to use mobile for course registration

C. How to access: <https://sugang.cnu.ac.kr>(Course Registration System) Click the link

- Enrolled Students: Login with your **student number**
- Freshmen: Login with **your candidate number**(password: 6 digits of your date of birth)

※ Login with your student number on the Registration confirm and change period(password: 6 digits of your date of birth)

3. Check the course manual & guide

- A. Before the course registration, all the students must check the syllabus and guideline. If you need guide or counsel, you can ask this matter to your professor or dean of department(Ask your own department office)
- B. You can check the classes, each classes' timetable, syllabus or

curriculum on the [통합정보시스템(integrated information system)] for this term

☞ Link : <https://sugang.cnu.ac.kr>(Click) → 수강편람조회

- C. The professor, instructor or classroom information can be changed, so students must check the timetable and syllabus right before the course registration.

4. Standard Credits per semester

- A. within 18 Credits
- B. for whom has got GPA over 3.75: 21 credits

5. Change of the Course Registration for Canceled lecture

☐ Cancellation Standard: the number of students who register the course

	the number of enrolled students in each year	cancellation standard	etc
Liberal Arts	-	below 30 students	
Major	Department over 20 enrolled students in each year	below 10 students	Global Studies track
	Department below 20 enrolled students in each year	below 1/2 of the number of enrolled students	Korean Cultural Studies track

- 1st announcement(expected date): 2022. Aug. 26.(fri)
- 2nd announcement(final): 2022. Sep. 19.(mon)

☐ Course Registration in this case

- Period for change following 1st announcement: 2022 Sep. 1.(thu) 09:00 ~ Sep. 7.(wed) 18:00
- How: on [통합정보시스템(integrated information system)]

- Period for change following 1st announcement: 2022. Sep. 20(tue) 09:00 ~ Sep. 21(wed) 18:00
 - (Students) Inquire to your own department office
 - (Department) Discuss this matter with professors and notice to the Department of Academic Affairs
 - (Department of Academic Affairs) Registration processing
- ☐ There will be notice and guideline on the school website regarding this matter

6. Confirmation and Change the registration

- ☐ Period: 2022. Sep. 1.(thu) 09:00 ~ Sep. 7.(wed) 18:00
- ☐ How: the Course Registration System or APP(충남대 모바일 수강신청 앱)
- ※ Students must confirm the result of course registration

7. Cancel the course registration

- ☐ Period: 2022. Sep. 23.(fri) 09:00 ~ Sep. 28.(wed) 18:00
- ☐ the Number of Course that can be canceled: within 2 subjects
- ☐ How: [통합정보시스템(integrate information system)] Login → 수강정보 → 수강취소 조회 → 수강취소과목 신청버튼 Click → After the application for cancellation, students must check the approval for application after 2022. Oct. 5.(tue)

8. Others

- A. If you don't pay the tuition after the course registration, the course registration will be automatically void
- B. It is unable to register for courses due to overlapping class time

- C. All the course registration can be applied in the range of the course quota
- D. Course registration for Re-take must applied for same subject(same subject number)
 - Subjects below c+ can be re-take
 - Grade Limit: If you re-take a certain class, the highest grade for that is A⁰
- E. If your GPA is over 3.75, you can take 21 credit
- F. Don't use the button Back' , 'Forward'
- G. Logout immediately after the registration

2022. July.

President of CNU