

Yonsei University Course Enrollment Instructions

1. Objectives

- a) To resolve problems of the previous system where course enrollment was decided on first-come first-serve basis. (E.g. Unethical behaviors such as clustering in specific time periods and sales of course)
- b) To emphasize importance of individual student's decision by reflecting the level of willingness of a student in enrolling into certain courses
- c) To apply fair standards to minimize student complaints
- d) To collect accurate raw information on demand for course enrollments to use as an objective indicator for adjusting student capacity and offering additional classes

2. Subject

Undergraduate students in Sinchon (International) and Wonju Campus (Students in College of Medicine or College of Dentistry and students in the 2nd year and above in College of Medicine in Wonju are excluded)

3. Contents

A. Details

I Course Enrollment Process (Mileage + Time Ticket System)

This system provides a certain amount of mileage to each student every semester. The student can allocate mileage according to how much he wishes to take the course. The point in time of submitting application during the enrollment period is not important.

- (i) The total mileage points given is maximized so that the student can select a variety of mileage for each course. This also emphasizes the significance of choice of course made by students while minimizing the dispersion of ties.
- (ii) The total mileage points per semester is given to students based on his maximum credits allowed per semester. Therefore this allows a fair distribution of points in enrolling for graduation credits of various majors and deciding number of courses enrolled per semester (The basic principle is course credits per semester x 4)
- (iii) A student is allowed to allocate a maximum of ½ of his mileage points for course enrollment (However, it is restricted to maximum of 36 due to practicality) such that the chance of a student who enrolled in less number of courses getting an advantage is reduced.
- (iv) Considering above cases, the total mileage points given per student is as follows.

Campus	Credits Allowed	College	Total Mileage	Graduation Credit
Sinchon (International)	18	College of Business, College of Economics, College of Social Sciences, College of Human Ecology, College of Sciences in Education, College of Nursing, Global Leadership Division, UIC (Underwood division (liberal arts and social sciences) and HASS Sophomore, junior and senior)	72	126
	19	College of liberal arts, college of Science, College of Engineering, College of Life Science and Biotechnology, College of Theology, College of Music, Open major of University College, UIC (divisions not listed above)	76	135~166
	24	College of Medicine, College of Dentistry, College of Pharmacy, School of Integrated Technology in College of Engineering		No competition for Major courses / Less responsibility for Electives
Wonju	18 ~ 21	East Asia International College, Wonju College of Medicine (Medicine, Nursing, Dental Hygiene)	72	126
		College of Humanities and Arts, College of Science and Technology, College of Health Sciences	76	135~140
Common	24	combined undergraduate-graduate courses curriculum, students enrolled in graduate school courses	72	No mileage for graduate courses
	Others	Students allowed to register 3 extra credits for achieving GPA above 3.75 in the previous semester	76	No mileage given for extra credits

- i. Students can allocate maximum mileage of 36 for a course. Students are not allowed to allocate maximum mileage of 36 for more than 2 courses
- ii. Students whose course credits are restricted (Those who are required to take Korean language courses, below TOPIK level 4) can take English and other courses taught in English without restrictions. Therefore the total mileage points are given according to the course credits set by their affiliation.

II. Notification: Placement Result & Course Enrollment Results

- i. The order of courses is decided based on enrollment data. The priority is decided according to the following standards and course enrollments are available for designated number of students
 - ① **Mileage per course**, allocated by the student
 - ② If student is subject of special education
 - ③ Coherence of major courses outlined by the college and the student's major (double major)

- ④ Number of courses applied for enrollment (Due to practicality, maximum of 6 courses will be reflected and courses that are classified as exceptional courses. Exceptional course are not included in the number of courses applied)
- ⑤ If the student applied for graduation
- ⑥ First time enrolling to the course (not repeating)
- ⑦ Total credits earned / Required credits for graduation (Maximum: 1.00)

*Total credits of general transfer = Transferred credits + Earned credits
 * Total Credits of Undergraduate transfer OR Exchange student = Standard credits per year +Earned Credits
- ⑧ Credits earned in the previous semester / credits allowed per semester (Maximum:1.00)

- ii. The results of course enrollment are released before the additional enrollment period so that students can check their enrollment status and make plans.
- iii. During the period of checking the enrollment results, course enrollments are not available, but students can use "wish list" function to select courses that they wish to add during the additional course enrollment period in advance.

III. Additional Course Enrollment Period (Waiting Number System)

If a number of applicants exceed the designated number of students for a course, numbers in an order listed on the waiting list are given to applicants. If an enrolled student drops the course, students on the waiting list will be admitted in the order of the waiting list.

- i. In courses that do not exceed the required number of students, enrollment applications will be processed in first-come-first-serve basis within the designated capacity of students.
- ii. In courses with exceeded number of applicants, waiting number will be given according to the order of mileage and standards for priority among ties
- iii. When students are applying for the same course they have applied previously, students have to delete the previous record and make a new application. This will put the student to a lower priority, so excessive application is not advised

IV. Add and Drop Period (Waiting Number System)

- i. By initializing waiting number of the additional enrollment period, new opportunities are given for students who were not enrolled
- ii. Waiting numbers are given on the first-come first-serve basis
- iii. Candidates on the waiting list may be enrolled whenever an enrolled student withdraws the course. Therefore, **if the candidate does not wish to be enrolled, he must withdraw himself from the list (Withdrawal is not allowed after the add and drop period)**

B. Other Enrollment Methods

Classification	System
1 st Round Enrollment Period for Returning Students Exchange Students Credit Exchange Students from Other Domestic Institutions	Same as Current Students (Mileage + Time Ticket System)
Freshmen or New Students	Waiting Number System
2 nd Round Enrollment Period for Returning Students	Add and Drop Period (Waiting Number System)
3 rd Round Enrollment Period for Returning Students Summer/Winter Session Enrollment	Waiting Number System

C. Repeating Courses

Students may repeat courses during all periods. If a student strongly wishes to repeat a course, it is most favorable for her to allocate a large mileage point and apply during the enrollment period.

4. Course Openings and Student Capacity Management

a) Controlling Student Capacity

- i. In the periods where the Mileage System is applied (Course Enrollment Period and Period for Notification of Results), the result of enrollment may vary according to the number of students allowed. Hence, student capacity is not allowed for adjustment during these periods. Taking this into account, maximum student capacity is offered when the course initially opens. (More than 90% of the student capacity of the classroom is advised)
- ii. During the periods where the Waiting Number System is applied, (Additional Enrollment Period and Add &Drop period), student capacity per course may be adjusted to allow applicants on waiting list.

b) Factors Reflected when Offering a Course

< Method of Entering Student Capacity When Offering a Course >							
Course Title	College ^{I.}	Student Capacity	Availability for Exchange Students ^{II.}	Major Student Quota ^{III.}	Quota by Year Group ^{IV.}		MaxMileage ^{V.}
					1	2	
				<input type="checkbox"/>			

I. College (Department in Charge)

- i. The colleges that classify the course as a major requirement are listed
- ii. This factor is used as criteria to judge whether the college offering the course and the student's major (or double major) matches when several students have the same mileage points
- iii. This factor is used as criteria to judge the student's major when major

students are to be prioritized according to the major student quota

II. Availability for Exchange Students

- i. This factor shows whether exchange students are allowed to be enrolled
- ii. The default option is set as "available"
- iii. The principle of mutual reciprocal respect between universities protects the rights of exchange students in taking classes should be protected.
Therefore, the university regulation states there should be no restrictions for external students capacity (however, it if should be set "unavailable" for exchange students due to unavoidable circumstances, the lecturer must enter reasons under his responsibility)
- iv. This does not apply to exchange students from other domestic institutions
※ Student capacity for some courses may be controlled by the number of exchange students instead of availability for exchange students

III. Major Students Quota

- i. This factor shows quota which prioritize students who take the course as a major (or double major)
- ii. Probability of successful enrollment for students who take the course as a major is ensured at least the proportion of major students quota in the total student capacity (Major students will be protected against non-major students who allocated high mileage points for the course)
- iii. There are options for applying this factor for Major Students Only OR Both Major Students and Double Major Students
- iv. The enrollment results for students who are included in the Major Student Quota are determined by mileage points they have selected and in the order of priority among the major student quota group. (Number of Courses Applied for Enrollment → Application for Graduation → Whether it is first time taking course → [Total Credits Earned / Graduation Credit] → [Credits Earned in the Previous Year / Credits Allowed per Semester])
- v. Non-major students (and major students not included in the major student quota) can be enrolled as much as the number of major student quota deducted from total student capacity.

IV. Quota per Year Group

- i. The number of students allowed in each year group is entered
- ii. The enrollment outcome will be decided according to the mileage students have allocated and the order of priority after these conditions within the quota given for each year group
- iii. If there is, at least, one value entered for this factor the sum of all students per year group should match the total student capacity.
Note) If there is at least one value entered for this factor, if a value for a year group is set '0', students from that year group cannot take the course
- iv. The aim is to give priority in a descending order from seniors to freshmen.

- However, it can be used to prioritize seniors when the course is a prerequisite for graduation
- v. Students in 5th and 6th year in College of Pharmacy and students in 5th year of Architectural Engineering are treated as part of 4th year students.

V. Maximum Mileage(Applicable for Major Courses Only)

- i. The maximum mileage point students can enter per course is entered
Note) The default maximum value for mileage is 36, but it is used as a supremum to keep values low
- ii. This is to minimize disadvantages created when students spend too much mileage points in highly competitive major courses and results in a shortage of mileage points in enrolling into competitive elective courses.
- iii. Since the range of mileage is decreased, the impact of the student's priority list after deducting the mileage points is relatively increased
Note) Minimum mileage is 18 per course

5. Add and Drop Courses in the Major Division/College/Department

To ensure a fair enrollment process, an objective of the systemic reform, the staffs of each college or department are not allowed to change enrollment details of students. Hence, students should enroll themselves to core courses during the enrollment period by allocating high mileage points. Once the enrollment period is over, by regulation, enrollment status cannot be changed even when there is a request from the lecturer.

If, nevertheless, changes were to be made, the following regulations are applied.

- i. Priority Enrollment
 - ① When there is a policy that requires all students in the college or department to take a certain course, the staff in charge may add the course to students' schedule before beginning of the enrollment period. In this case, credit points for the course x 4 are automatically deducted from the total mileage given to a student.
 - ② Enrollment for the particular course is automatically displayed as a success during the notification period.

ii. Changing Details After the Enrollment Period

In case of inevitable cases such as meeting graduation requirement, the change may be approved by the Office of Academic Affairs if it is requested through the administrations team of the college

6. Other Details

- a) When there is a vacancy during the period where waiting time system is applied, it is possible that the student with waiting number of 1 may not be enrolled due to major student quota and quota per year group.
- b) In order to minimize excessive use of mileage or long waiting list, enrollment registration is not allowed if it falls into the conditions below during all enrollment periods.
 - ① When the sum of credits registered for enrollment, excluding exceptional courses, exceeds the total credits allowed per semester (If a student's total credit allowed for the semester is 24, the student can apply for 24 credit points other than chapel and RC self-disciplinary activities)
 - ② When class times overlap
 - ③ When course codes are the same (except when repeating the course)
 - ④ When the quota per year group is '0' or when non-major applied while the major student quota and total student capacity are the same
 - ⑤ When applied by a student belonged to a college that is set as restricted for access

7. FAQ

- i. <Mileage difference among majors> I major Business Administration. Total amount of mileage I can use is 72 but it is 76 for engineering students. Doesn't this make it unfair when it comes to applying for popular elective courses?
 - ☞ The reason for the difference is because some majors have more required credits for graduation. However, although the total amount of the mileage is different there is a maximum amount that can be allocated for a single course is 36 for all students.
- ii. <Different competition rates among majors> I major in Business Administrations. It is very competitive to register into major courses so students have to allocate more mileage points than other majors. Is there a solution for this?
 - ☞ Depending on individuals, students may have to allocate more mileage points for major courses or they may not. In order to minimize disadvantages from a shortage of mileage points for other courses, maximum mileage for each course may be set lower than 36 (decided by the college). However, this method weakens the objective and function of the mileage system. So this method will be applied to a minimum scope in order to implement a fair mileage system.
- iii. <Screening by majors> I major in Social Science. Wouldn't there be a case when students from other majors allocate more mileage so that Social Science major students cannot take courses we need?
 - ☞ Colleges that use screening system per college may reflect students' opinions by setting a quota for major students to give priorities to major students. In this case,

Social Science students have to compete among themselves using mileage to be enrolled. (This option can be chosen by the college)

iv. <Quota per Year Group> I am a sophomore. Isn't giving priorities to juniors and seniors unfair?

☞ Juniors and seniors who have higher total credits earned are given preference so that they can apply for graduation. Furthermore, when juniors and seniors are taking a sophomore course, it is likely that they have already taken the course before, so it is unlikely that this case occurs. However, in the event of the case, the sophomore's right to the course is ensured by setting a quota for sophomores (This option may be chosen by the college). If necessary, each college will reduce the possibility of conflict by allocating quota per year group.

v. <Preference for students applying for a small number of courses> Students taking a small number of credits such as those who are in their 9th semester or freshmen who wish to transfer will have an advantage of using their excessive credits to course enrollment. Is there a solution for this unfairness?

☞ In order to prevent these problems, the university has set the maximum mileage of 36 per course and included a number of courses applied in the criteria to decide rankings among students with the same score. Therefore the risk of students taking a small number of course who allocated 36 points to be in the higher preference than regular students. Furthermore, the system is set to allocate mileage point of at least 1, not 0, to minimize students exploiting the system by increasing number of courses applied.

vi. <Course enrollment above the system> I am in my final semester so I want to take some courses with professor's permission. Is there a way?

☞ This action goes against the principle and it was not allowed even in the previous system. In the new system, the mileage system is implemented so that students can take required courses for graduation and graduation factor is added in the standards for priority enrollment. If you must take the course, you have to allocate high mileage for enrollment. Taking courses by using methods above the system causes problems such as when distributing total mileage points to students, and therefore it is strictly restricted in the new system.

vii. <Mileage of students given extra credits for achievement> My grade for the previous semester is 3.75 so I can enroll for extra 3 credits. Do I receive additional mileage points?

☞ If you are given more mileage points when you already have a privilege of enrolling into extra 3 credit points, you will have an advantage in claiming a course you want. This will cause a disadvantages for students who are not allowed for the 3

extra credits. When you are applying for a course(s) of 3 credit points and you expect an disadvantage, you may choose not to apply for a course that you can be enrolled with small mileage points during to enrollment period so that you are in a similar environment with other students. Then you can apply for the missing course during the additional enrollment period using waiting number system.

viii. <The GPA of the previous semester of the students given extra credits for achievement> My GPA of the previous semester was above 3.75 and I could apply for 3 extra credits, which adds up to 21, but I only applied for 18 credits. Then do I get disadvantage because my proportion of credits earned in previous semester becomes $18/21 = 0.86$ while other students have $18/18 = 1.00$.

☞ The extra credits are not included in the denominator for total credits earned in the previous semester. Therefore, your score becomes $18/18=1.00$, and you will have priority among students with the same score.

ix. <Number of courses applied of a student who applied for a graduate course> I am trying to apply for a graduate course. If I exclude this course, I am only applying for 4 undergraduate courses. Do I get a disadvantage in priority ranking because of the number of courses applied?

☞ When applying for a graduate course, you have to submit a separate application form and you are given the privilege of getting enrolled into a course of your choice without using mileage. Moreover, you are given the privilege of allocating same total number of mileage points to a less number of courses comparing to regular students. You are given the advantage to allocate more mileage per course, the primary factor which determines the success of enrollment, not a disadvantage.

x. <Constraints by maximum mileage per course> I used 36 mileage points in a course. I am going to apply for 2 courses this semester. Can I allocate 36 points to the other course?

☞ When applying for two courses only, in the early stage, an unfair strategy was possible; A student who has total of 72 mileage points (18 points per semester) could allocate 36 points to two courses while a student who has total of 76 points (19 points per semester) could allocate 36 points to two courses and 4 points for another course to increase the number of courses applied. However, this raises an issue of fairness, so the regulations have been changed to allow to allocate 36 points to one course only. Therefore you can choose between "36,35,1 vs 36,35,5" or "36,32,1,1,1,1 vs 36,35,2,1,1,1." Moreover, the number of students who allocated 36 points has reduced into a half, so there is reduced chance of ties.



YONSEI UNIVERSITY