

1. Course Enrollment

A. Go to the Yonsei Portal Service website (<http://portal.yonsei.ac.kr>) and click Undergraduate Course Enrollment. Log in with your present student ID and the password which is same with the Yonsei Portal Service password. After logging in, the screen below will show up.

The screenshot shows the '2015학년도 2학기 수강신청 - 마일리지 선택제' (2015 Semester 2 Course Enrollment - Mileage Selection System) interface. It includes a search bar with filters for department (경영대학), course type (경영학전공), and a search button. Below the search bar is a table of available courses with columns for course code, name, credits, and status. A summary box shows '신청내역' (Application History) with '권여마일리지: 62' and '사용마일리지: 10'. At the bottom, a detailed table shows the application for course 'ECO3101-01-00' (Game Theory) with a status of '취소' (Cancelled) and a 'Max Mileage' of 10.

(The actual page may show some different features)

B. Search for courses using the major search or using the keyword search feature.

C. **After clicking on the "Apply" button or 'Course Code-Sec.-Lab', input the amount of mileage.**

※ Display of Credits Applied  
**The Sum of Total Credits Applied (Sum of all credits within the maximum credits constraint)**

The followings are the cases when the application will not work.

- 1) The mileage point is not within the range between 1~36 (For YONSEI RC101, when mileage point is not within the range between 0~36).
- 2) The mileage allocated to a course exceeds remaining mileage.
- 3) The sum of credits exceeds the limit of credits per semester (excluding special courses such as chapel).
- 4) The course hours overlap with a previously applied course.
- 5) The same course code has been already applied.
- 6) When the quota by each grade is '0' or when a student not in the major enrolls for a course that has a major student quota equal to the total quota.

※ (Mileage System) Application Status

The current application status is not the final course enrollment.

This application data has to be confirmed according to mileage point and priority.

If the allocated mileage is same, the priority is given according to the following conditions

- 1) The mileage a student allocated for a course
- 2) Whether the Student is subject to special education
- 3) Conformity to major designated by the department offering the course
- 4) Number of Courses applied (For practicality, up to 6 courses will be considered and exceptional courses (chapel, volunteer activities, junior seminar, RA leadership, RC self-disciplinary activities etc) are not counted)
- 5) Graduation application
- 6) Total number of credits earned/required for graduation (Max: 1.00)
- 7) Credits earned in the previous semester/maximum credits per semester (Max: 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/maximum credits per semester (Max: 1.00)

※ Information about Wish List

If you click on "Wish List" button and put mileage, the course you chose will show up on your wish list. The wish list lasts until the end of Add & Drop Period.

If you use the wish list feature to save courses, you do not need to search them again. So it is recommended to use Wish List for your convenience during the Wait List System period(including the Additional Enrollment Period and Add & Drop Period) when a quick decision is needed.

※ Information about repeating course

The repeating course can be registered during all the course enrollment period including the Add & Drop period. When applying for a course that was already enrolled in the past, the system will automatically register it as a "Course Repeat"

1. For students who have limitations for 'Course Repeat' (students admitted in 2005~2007, 2013) a pop up will come out as the following.



(Above image may be different from the actual pop-up screen)

The number of repeats applied on the above image will be reflected in the Notes and is displayed as "Use Number of Repeat Allowed" or "Do Not Use Number of Repeat Allowed" By clicking a tab for change in the application section, you may change the conditions.

2. For students who are not related to the number of course repeat, the 'Repeat' will show in the application status.

- D. To cancel an application or delete a course, click the "Cancel" button in the application status.
- E. In case your mileage points are not sufficient for applying for a new course, you can change the mileage point in courses that you have previously applied by clicking the "Change" button.
- F. Log out after checking if there is any mileage left and reviewing courses that you have applied to all desired courses.

2. Notification: Course Enrollment Results

- A. A list of successful (enrolled) and unsuccessful (Waiting List) students will be shown according to a rank calculated based on a student's mileage and priority.
- B. In case when a student is unsuccessful, the waiting number will be shown so the student can decide if he/she wants to stay on the Waiting List or apply for other courses.
- C. During this period, you can't register a course but can only add courses to a wish list.
- D. Example

**연세대학교**  
YONSEI UNIVERSITY

로그아웃

**2015학년도 2학기 수강신청 - 내역배정 결과공개**  
 \*미일시선등록 기간의 신청내역에 따른 배정결과이므로 내용을 참고하여 추가수강신청기간 및 수강변경기간에 수강신청을 완료하시기 바랍니다.  
 ① 수강신청내역의 과목은 수강신청에 성공할 경우만  
 ② 대기리스트에 반영된 과목은 수강신청에 성공하지 못한 항목이며 마이리지 및 동경자 우선순위에 따라 대기순번이 부여됨

공지사항 서비스 기간 | 당일 서비스 시간  
 . 추가적인 과목의 신청 및 취소는 대기순번제로 진행되는 추가수강신청 및 수강변경기간에 가능합니다.

개설과목
희망과목

개설과목 검색
학부
경영대학
경영학전공
-전체-
검색

키워드 검색
학경번호
검색

동일과목 조회
  교과목개요 조회
  수업계획서 조회
  유역사할 조회
  1차시물레이선결과 조회
  2차시물레이선결과 조회

희망과목	학년	단위	학경번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	유의 사항	전공자 전여석	학년별 전여석				교원학생 가능
													1	2	3	4	
	2	1000	BIZ1101-01-00	회계원리(1)	3	주인기	수7.8.9	상본102	0	7	②③④	-	0	0	0	0	0
	2	1000	BIZ1101-02-00	회계원리(1)	3	기말안드레스	화2.3.목1	상본8121	62	0	①②③④	-	0	35	13	14	0
	2	1000	BIZ1101-03-00	회계원리(1)	3	기말안드레스	화5.6.목4	상본101	57	0	①②③④	-	0	32	10	15	0
	2	1000	BIZ1101-04-00	회계원리(1)	3	이재훈	화1.목2.3	상본8120	47	0	③④	47	0	30	5	12	X
	2	1000	BIZ1101-05-00	회계원리(1)	3	임주현	화3.4.수4	상본113	44	0	③④	-	0	27	6	11	X
	2	1000	BIZ1101-06-00	회계원리(1)	3	최원경	화1.2.3	상본8103	27	0	③④	-	0	0	16	11	X
	2	1000	BIZ1101-07-00	회계원리(1)	3	조문경	화7.8.9	1진A301	51	0	③④⑤	51	51	0	0	0	0
	2	1000	BIZ1102-01-00	조직행동론	3	정승화	화2.3.목1	상본113	56	0	①②③	-	0	50	2	4	0

**수강확정내역**
잔여학점 : 3      신청학점 : 15 ( 15 )      최대수강학점 : 18

No.	학경번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	전공자 전여석	학년별 전여석				비고
									1	2	3	4	
1	ECO3111-01-00	지역경제론	3	서승환	화4.목5.6	상본8103	4	0	0	0	0	4	
2	ECO3140-02-00	의료경제학	3	명재일	화5.6.수6	상본8106	26	0	0	0	4	22	
3	ECO3131-03-00	국제무역론	3	김준일	화5.6.목4	상본108	43	14	0	1	13	29	
4	BIZ3108-03-00	회계원리(2)	3	문두철	화1.2.수2	상본103	50	-	0	0	42	8	
5	JAP3101-01-00	일본의경제와기업경영	3	선재원	수7.8.9	상본8104	26	-	-	-	-	-	

**대기리스트(확정된 내역이 아니며 해당 과목의 신청자 중 이당자에 따라 대기순번대로 배정됨)**
신청대기중인 학점 : 3 ( 3 )

No.	학경번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	내 대기순번	전공자 전여석	학년별 전여석				비고
											1	2	3	4	
1	ECO3101-01-00	계량이론과응용	3	한순구	금1.2.3	상본8121	0	53	1	0	0	0	0	0	

(The actual page may show some different features)

### 3. Additional Course Enrollment Period

- A. Mileage is no longer used during this period and students will be queued according to the waiting number depending on the placement results. (Waiting number will be determined based on the mileage that were allocated to the course)
- B. For courses with vacancy, students may enroll in the course freely within the total student capacity.
- C. If a student is applying for courses that do not have a vacancy, waiting numbers will be given on a first come first serve basis.
- D. If there are students in the waiting list already, then the new waiting numbers will be given out after the last number in the list.
- E. If an enrolled student decides to drop the course, the student on the Waiting List will be enrolled into the course based on the order of the waiting number. (Waiting list will be renewed regularly)
- F. During this period you can freely change the items in the enrolled (success) /wait list (fail) page. However the sum of enrolled and wait listed cannot exceed the total credits allowed per semester, therefore in order to register for other courses

have to cancel some of the enrolled or wait-listed courses to secure mileage.

G. It is not allowed for a student to apply into a course which he is already wait-listed because of the same course code. Note that, if he were to cancel and re-apply, he will be put after the last person in the waiting list.

H. Example

2015학년도 2학기 수강신청 - 대기순번제

YONSEI UNIVERSITY

공시사항  
· 추가수강신청기간의 초기 대기순번은 수강신청기간의 우선순위에 따라 부여되며, 수강변경기간 시작시에는 기존 대기순번이 초기화됩니다.

서비스 기간 | 당일 서비스 시간

로그아웃

개설과목 | 희망과목

개설과목 검색 학부: 경영대학 | 경영학과: 경영학전공 | -전체- | 검색

키워드 검색 학정번호 | 검색

동일과목 조회 | 교과목개요 조회 | 수업계획서 조회 | 유의사항 조회

희망과목	학년	단위	학정번호-분반-실습	신청	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	유의사항	전공자 전여석	학년별 전여석	교원학생 가능			
														1	2	3	4	
회계원리(1)	2	1000	8121101-01-00	신상	회계원리(1)	3	주인기	수7,8,9	상본102	0	7	①②③④	-	0	0	0	0	0
회계원리(1)	2	1000	8121101-02-00	신상	회계원리(1)	3	기말안드라스	화2,3,목1	상본8121	62	0	①②③④	-	0	35	13	14	0
회계원리(1)	2	1000	8121101-03-00	신상	회계원리(1)	3	기말안드라스	화5,6,목4	상본101	57	0	①②③④	-	0	32	10	15	0
회계원리(1)	2	1000	8121101-04-00	신상	회계원리(1)	3	이재홍	화1,목2,3	상본8120	47	0	①②③④	47	0	30	5	12	X
회계원리(1)	2	1000	8121101-05-00	신상	회계원리(1)	3	임주현	월3,4,수4	상본113	44	0	①②③④	-	0	27	6	11	X
회계원리(1)	2	1000	8121101-06-00	신상	회계원리(1)	3	최현정	월1,2,3	상본8103	27	0	①②③④	-	0	0	16	11	X
회계원리(1)	2	1000	8121101-07-00	신상	회계원리(1)	3	조문경	월7,8,9	진A301	51	0	①②③④	51	51	0	0	0	0
조직행동론	2	1000	8121102-01-00	신상	조직행동론	3	정승화	화2,3,목1	상본113	56	0	①②③④	-	0	50	2	4	0

수강화정내역

간여학생: 3 | 신청학생: 15 (15) | 최대수강학생: 18

No.	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	전공자 전여석	학년별 전여석	비고					
											1	2	3	4	
1	ECO3111-01-00	위스 지역경제론	3	서송환	화4,목5,6	상본8103	4	0	0	0	0	0	0	4	
2	ECO3140-02-00	위스 의료경제학	3	명재일	월5,6,수6	상본8106	26	0	0	0	0	4	22		
3	ECO3131-03-00	위스 국제무역론	3	김준일	화5,6,목4	상본108	43	14	0	1	13	29			
4	8123108-03-00	위스 회계원리(2)	3	윤동철	월1,2,수2	상본103	50	-	0	0	42	8			
5	JAP3101-01-00	위스 일본의경제와기업경영	3	선재원	수7,8,9	상본8104	26	-	-	-	-	-			

대기리스트(확정된 내역이 아니며 해당 과목의 신청자 중 이탈자에 따라 대기순번대로 배정됨)  
※ 전공자정원, 학년별정원이 설정된 경우는 해당 전여석에 따라 뒷번호의 대기순번자가 먼저 수강신청할 수 있음

신청대기중인 학생: 3 (3)

No.	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	내 대기순번	전공자 전여석	학년별 전여석	비고				
													1	2	3	4
1	ECO3101-01-00	위스 게임이론과응용	3	한순구	금1,2,3	상본8121	0	53	1	0	0	0	0	0	0	

(The actual page may show some different features)

#### 4. Add and Drop Period

- A. During the Add & Drop Period, all the existing Waiting List will be initialized and new waiting lists will be created with new waiting numbers. (This gives a new opportunity for students who had low priority)
- B. Procedures of the Waiting List system is the same as that of additional enrollment period.
- C. Students who are either, not on the registration list for the course, or are still on the Waiting List for a specific course, were unsuccessful. Therefore, they should check enrollment status and register for a new course before Add & Drop Period is over.
- D. Since the students on the waiting list will be enrolled anytime when a vacancy

due to changes in student capacity or withdrawal, students must withdraw themselves from the list if they do not wish to be enrolled. **(No changes will be allowed once the Add & Drop Period is over)**

E. Example

2015학년도 2학기 수강신청 - 대기순번제

YONSEI UNIVERSITY

공지사항

서비스 기간 | 당일 서비스 시간

개설과목 | 회계과목

개설과목 검색 학부 | 경영대학 | 경영학전공 | -전체- | 검색

키워드 검색 | 학정번호 | 검색

동일교과목 조회 | 교과목개요 조회 | 수업계획서 조회 | 유의사항 조회

회말 과목	학년	단위	학정번호-분반-실습	신청	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	유의 사항	전공자 전여석	학년별 전여석				교원학생 가능
														1	2	3	4	
	2	1000	BI21101-01-00	신청	회계원리(1)	3	주인기	수7.8.9	상본102	0	7		-	0	0	0	0	0
	2	1000	BI21101-02-00	신청	회계원리(1)	3	기말안드레스	화2.3.목1	상본8121	62	0		-	0	35	13	14	0
	2	1000	BI21101-03-00	신청	회계원리(1)	3	기말안드레스	화5.6.목4	상본101	57	0		-	0	32	10	15	0
	2	1000	BI21101-04-00	신청	회계원리(1)	3	이재훈	화1.목2.3	상본8120	47	0		47	0	30	5	12	X
	2	1000	BI21101-05-00	신청	회계원리(1)	3	임주현	월3.4.수4	상본113	44	0		-	0	27	6	11	X
	2	1000	BI21101-06-00	신청	회계원리(1)	3	최환정	월1.2.3	상본8103	27	0		-	0	0	16	11	X
	2	1000	BI21101-07-00	신청	회계원리(1)	3	조문경	월7.8.9	진A301	51	0		51	51	0	0	0	0
	2	1000	BI21102-01-00	신청	조직행동론	3	경송화	화2.3.목1	상본113	56	0		-	0	50	2	4	0

수강확정내역

전여석: 3 | 신청확정: 15 (15) | 최대수강확정: 18

No.	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	전공자 전여석	학년별 전여석				비고	
									1	2	3	4		
1	ECO3111-01-00	위소	지역경제론	3	서송환	화4.목5.6	상본8103	4	0	0	0	0	4	
2	ECO3140-02-00	위소	의료경제학	3	명재일	월5.6.수6	상본8106	26	0	0	0	4	22	
3	ECO3131-03-00	위소	국제무역론	3	김준일	화5.6.목4	상본108	43	14	0	1	13	29	
4	BI23108-03-00	위소	회계원리(2)	3	문두현	월1.2.수2	상본103	50	-	0	0	42	8	
5	JAP3101-01-00	위소	일본의경제와기업경영	3	선재원	수7.8.9	상본8104	26	-	-	-	-	-	

대기리스트(확정된 내역이 아니며 해당 과목의 신청자 중 이탈자에 따라 대기순번대로 배정됨)

※ 전공자정원, 학년별정원이 상정된 경우는 해당 전여석에 따라 뒷번호의 대기순번자가 먼저 수강신청할 수 있음

신청대기중인 학생: 3 (3)

No.	학정번호-분반-실습	과목명	학점	담당교수	강의시간	강의실	전여석	총 대기자	내 대기순번	전공자 전여석	학년별 전여석				비고	
											1	2	3	4		
1	ECO3101-01-00	위소	게임이론과응용	3	원순구	금1.2.3	상본8121	0	53	1	0	0	0	0	0	

(The actual page may show some different features)

5. TIPS

A. Allocating mileage during the course enrollment period

Mileage per semester for a student is 4 times the course load per academic term (available credits per semester). As a result, the average mileage used for a course would normally be the (course credits) x 4. For some courses that have high competition, or courses that are mandatory for a given department or college, students are encouraged to spare high mileage to those courses. However, for courses such as YONSEI RC101 that have no competition, or those that are allowed to exceed the available number of credits (Holistic Education I, RA Leadership, RC related courses) students are recommended not to allocate mileage unnecessarily.

B. Obtaining the good waiting numbers during the additional enrollment period and

add & drop period.

The Waiting List system uses the first come first serve method. However the previous first-come-first-serve system created a problem where students had to constantly apply because when an enrolled student cancels the course, the student who applied at the specific moment was enrolled. The new Waiting List system, however, assigns each applicant a number so there is no need for unnecessary competition between students who already applied for a course and those who are still hoping to apply. Ultimately the Waiting List system still maintain time as a primary factor but assigns a number to each applicant so that there are no duplicate applications by the same student, thus, reducing the delay in the server. If you feel that your waiting number is unlikely to get a spot, it is recommended to apply to another course or another course with a smaller Waiting List instead of staying in Waiting List with a larger number.

C. Course Enrollment for Freshmen (New Students and 1st Year Students in the 2<sup>nd</sup> Semester)

The final decisions of freshmen and new students are delayed due to factors such as additional enrollment and disenrollment, and students should also consider English proficiency test, freshmen orientation education and TOPIK etc. Therefore, these students will be given a separate enrollment process. Since the enrollment process for freshmen and new students are not on the same period with students in other year groups, mileage system is not appropriate and waiting list system is applied instead.

6. Course Inquiries

A. Inquiries for Enrollment Regulations or Submission of Opinions: Academic Support Team, Office of Academic Affairs, 02-2123-2090, [yshaksa@yonsei.ac.kr](mailto:yshaksa@yonsei.ac.kr)

B. Inquiries for Program and System: Office of Academic Affairs Information 02-2123-6371/6391/6394

C. Inquiries about Courses and Other Details:

1) Office of University College

Classification	Contact
YIC Elective Courses	032-749-3035
Elective English	032-749-3128
Sinchon Campus Elective Courses	02-2123-3038

2) Inquiries for Chapel

Classification	Contact
Sinchon Campus - Mission Team, Chaplain's Office	02-2123-2038
YIC -Mission Team, Chaplain's Office	032-749-2800
Wonju Campus Chaplain's Office	033-760-2171

3) Sinchon Campus - College Office (02-2123-XXXX)

College	Department	Contact	College	Department	Contact	
Liberal Arts	Korean Language & Literature	2265	Life Science & Biotechnology	Systems Biology	2650	
	Chinese Language & Literature	2285		Biochemistry	2695	
	English Language & Literature	2300		Biotechnology	2880	
	German Language & Literature	2330	Theology	Theology	2905	
	French Language & Literature	2345	Social Sciences	Political Science & International Relations	2940	
	Russian Language & Literature	2360		Public Administration	2955	
	History	2370		Mass Communication	2970	
	Philosophy	2390		Social Welfare	2920	
	Library&Information science	2405		Sociology	2420	
	Psychology	2435	Law	Law	2987	
Economics	Economics	2465	Music	Church Music	3025	
	Applied Statistics	2535		Voice	3040	
Business	Business Administration	5453		Piano	3055	
Science	Mathematics	2580		Instrumental Music	3071	
	Physics	2605		Composition	3075	
	Chemistry	2630		Human Ecology	Clothing & Textiles	3100
	Earth System Sciences	2665			Foods & Nutrition	3115
	Astronomy	2680	Housing & Interior Design		3130	
	Atmospheric Sciences	5680	Child & Family Studies		3145	
Chemical&Biomolecular Engineering	2750	Human Environment & Design	3097			
Engineering	Electrical & Electronic Engineering	2875	Sciences in Education	Education	3170	
	Architectural Engineering	2780		Physical Education	3185	
	Urban Planning & Engineering	2890		Sport & Leisure Studies	3191	
	Civil & Environmental Engineering	2795	Underwood International College		3925	
	Mechanical Engineering	2810				
	Metallurgical System Engineering	2830				
	Ceramic Engineering	2845				
	Information & Industrial Engineering	4010				
	Computer Science	2710				

4) YIC - College Office

College	Contact
College of Pharmacy	032-749-4103
Global Leadership Division	032-749-3502/3503
Underwood International College	032-749-3012

5) Wonju Campus - Inquiries for Regulations and Elective Courses

Classification	Contact
Academic Affairs Team, Wonju Office of Academic Affairs	033-760-2164



6) Wonju Campus - College Office (033-760-XXXX)

College		Contact	College		Contact
Humanities & Arts Administrations Office		2984	Science & Technology Administrations Office		2204
Humanities & Arts	Korean Language & Literature	2176	Science & Technology	Mathematics	2180
	English Language & Literature	2177		Physics	2181
	History	2178		Chemistry & Medical Chemistry	2182
	Philosophy	2923		Biological Science & Technology	2186
	Design & Art	2745		Information & Statistics	2220
				Packaging	2761
			Computer & Telecommunication Engineering	2184	
Government & Business Administrations Office		2303	Health Sciences Administrations Office		2366
Government & Business	Economics	2187	Health Sciences	Environmental Engineering	2194
	Public Administration	2190		Biomedical Engineering	2197
	International Relations	2192		Health Administration	2193
	Business Administration	2189		Biomedical Laboratory Science	2195
	Legal Studies (Law)	2191		Physical Therapy	2196
				Occupational Therapy	2911
			Radiological Science	2815	
			East Asia International College		2347