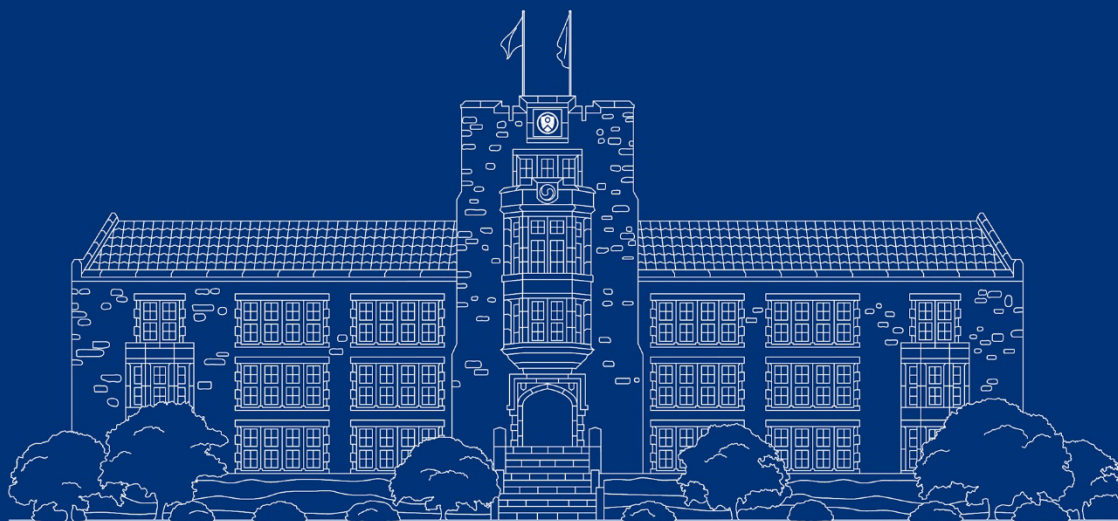




YONSEI UNIVERSITY

Seoul, Korea



EXCHANGE & VISITING STUDENT ACADEMIC GUIDELINES

YONSEI UNIVERSITY
OFFICE OF INTERNATIONAL AFFAIRS

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[IMPORTANT CHECK-LIST]

[Course Load] – Details on Section 1

- ✓ Undergraduate Students: 9 to 18 credits
- ✓ Graduate Students: 9 to 15 credits

[Course Information] – Details on Section 2

- ✓ Courses are held Mon-Fri, during periods of 1-10 (each period is 50 minutes)

[Course Catalogue & Syllabus] – Details on Section 2

- ✓ Go to Yonsei Portal Service and click “Course Catalogue and Syllabus” to find course information
- ✓ Check availability of courses to Exchange/Visiting students
- ✓ Check out Study Abroad Courses (Course code: IEE)
- ✓ Check out Korean Language Institute Courses (Course code: KLI)

Useful Websites

Yonsei University: http://yonsei.ac.kr	Main website
Office of International Affairs: http://oia.yonsei.ac.kr	Yonsei OIA posts important announcements at “Study at Yonsei-Notice” tab, so please check frequently!
Yonsei Portal Service: http://portal.yonsei.ac.kr	Course Catalogue and Syllabus, Course Registration, Checking Course Enrollment and Grades
Yonsei LearnUS: https://www.learnus.org/	Instructor posts course materials and important announcements
Yonsei Library: http://library.yonsei.ac.kr	Library website
Yonsei Korean Language Institute: http://www.yskli.com	Korean Language Institute website
Yonsei Housing Office: https://dorm.yonsei.ac.kr/en/	Housing Office website
Yonsei Housing Office: https://gosc.yonsei.ac.kr/gosc/index.do	Global One-Stop Service Center: provides various information regarding life in Yonsei and Korea

[SECTION 1: General Course Information]


1.1 Course Load

Undergraduate students must register for a minimum of 9 credits and a maximum of 18 credits per semester to remain enrolled to SAY Program. For graduate students, the minimum is 9 credits and the maximum is 15 credits. Students who are registered to less than 9 credits even after the Course Add & Drop Period will be dismissed from our program and will lose their visa status. 1 credit hour of course load equals to minimum 15 hours of class per semester. However, courses such as lab, practice, athletic and other courses designated by Yonsei University are credited 1 credit hour per 30 hours of class a semester.

1.2 Undergraduate Courses

Approximately 3,000 undergraduate courses are offered each semester at Yonsei. However, many courses are taught in Korean, and some courses are not available to exchange/visiting students.

1.2.1 Office of International Affairs(OIA) Courses (Course code: IEE)

OIA offers “Study Abroad Courses” which are exclusively open to exchange/visiting students only. There are approximately 55 courses and they are conducted entirely in English. Such course codes begin with IEE.  Section 2.6 “How to Search for a Course”

1.2.2 Korean Language Institute(KLI) Courses (Course code: KLI1001~1006, IEE1011~1013)

Basic Korean(IEE1011~1013) and Intensive Korean(KLI1001~1006) courses are offered by the Korean Language Institute(KLI). **A placement test to determine your Korean language proficiency will be held and you will be placed to the appropriate level class afterwards.** Taking Korean language course is not a requirement for Yonsei, however, some students’ home institutions may have such a requirement, so please double-check with your home institution.

- **Basic Korean(IEE1011~1013)**

Credits: 3 / Levels: 1~3 / Schedule: Tue 2~4pm, Thur 2~3pm, 16 weeks

- **Intensive Korean(KLI1001~1006)**

Credits: 6 / Levels: 1~6 / Schedule: Mon 3~5pm, Wed 3~5pm, Fri 3~5pm, 16 weeks

1.2.3 Business Courses (Course code: BIZ)

Courses offered by the Department of Business Administration are strictly available to exchange/visiting students who are majoring in a business-related field at their home institution AND have chosen Business Administration as their Yonsei major in their SAY application only. Students who qualify may take a maximum of 4 BIZ courses (12 credits) only. However, students can take business-related courses offered by the

Department of Economics (Course code: ECO) as well as Study Abroad Courses (Course code: IEE) in addition to the maximum of 4 BIZ courses.

Non-business major students are allowed to register for business-related courses offered by departments other than the Department of Business Administration.

1.2.4 Underwood International College(UIC) Courses

Courses offered by the Underwood International College(UIC) have different rules for each major. Thus, please check the course catalogue for individual course availability for exchange/visiting students.

The following UIC courses are not open to exchange/visiting students: **courses offered at the International Campus located in Songdo**, ASD-Asian Studies, TAD-Information and Interaction Design, TAD-Creative Technology Management, TAD-Culture and Design Management, ISSD-Justice and Civil Leadership, ISSD-Quantitative Risk Management, ISSD-Science, Technology and Policy, ISSD-Sustainable Development and Cooperation, ISED-Nano Science and Engineering, ISED-Energy & Environmental Science and Engineering, ISED-Bio-Convergence.

1.3 Graduate Courses

Graduate courses are strictly open to graduate level students and senior(4th year) level undergraduate students only. In addition, senior(4th year) level undergraduates can register up to 1 graduate course only, and the course must be open to undergraduates (**not all graduate level courses are open to 4th year level undergraduates**). If such students' course registration record has more than 1 graduate course, OIA will automatically remove the additional graduate courses without further notice.

[SECTION 2: Course Information]

2.1 Course Codes

The first three letters of a course code indicate which department the course is offered in. For example, a course code starting with ECO means the course is offered by The Department of Economics.

2.2 Course Numbers

Undergraduate course numbers range from 1000 (lower division) to 4000 (upper division). For example, ECO1234 is a lower division course and ECO4567 is an upper division course. 5000-level courses and above are graduate level courses.

Course Code							Section		Lab	
E	C	O	1	2	3	4	0	1	0	1

2.3 Course Cancellation

Courses taught in English must retain a minimum of 5 students to remain open, while courses taught in Korean must retain a minimum of 10 students. Course cancellation decisions due to not meeting such minimum will be announced in the first week of each semester. If a course is cancelled, please find an alternative course and change your course schedule during the Course Add & Drop Period.

2.4 Course Timetable

Courses are taught Monday through Friday (and on occasion, Saturday), during periods 1 to 10 (e.g. Mon 1, 2, Wed 2). The numbers indicate the time periods. The class time associated with each period are listed below:

Days	Time Period	Class Time
M, T, W, Th, F, S	1	09:00-09:50
	2	10:00-10:50
	3	11:00-11:50
	4	12:00-12:50
	5	13:00-13:50
	6	14:00-14:50
	7	15:00-15:50
	8	16:00-16:50
	9	17:00-17:50
	10	18:00-18:50

2.5 Classroom Location

Yonsei University uses the following abbreviations for classroom building information. The online campus map can be also found through the Yonsei University official website: https://www.yonsei.ac.kr/en_sc/intro/guide.jsp#XXX

Abbr.	Building Name (English / Korean)		Associated College
APZH	Appenzeller Hall	아펜젤러관	Graduate School of Social Welfare
BilHall	Billingsley Hall	빌링슬리관	Graduate School of Journalism and Mass Communication
BizH	School of Business	경영관	School of Business
BYH	Baekyang Hall	백양관	University College BYH'S' means a classroom is in the South Tower of BYH
Edu	Education Sciences Hall	교육과학관	Graduate School of Education
Den	College of Dentistry	치과대학	College of Dentistry
DWHA	Daewoo Hall Annex	상경대학(별관)	College of Business and Economics Underwood International College
DWHM	Daewoo Hall Main Bldg	상경대학(본관)	
EngHA	Engineering Hall 1	제 1 공학관	College of Engineering Engineering Hall Auditorium located here
EngHB	Engineering Hall 2	제 2 공학관	
EngHC	Engineering Hall 3	제 3 공학관	
EngHD	Engineering Hall 4	제 4 공학관	
ERC	Engineering Research Center	공학원	
GBH	Gwangbok Hall	광복관	College of Law
Gym	Gymnasium	체육관	Physical Education/Sports & Leisure Studies
Med	College of Medicine	의대	College of Medicine
MnAud	Main Auditorium	대강당	
MusO	College of Music (Old Bldg)	음악관(구관)	College of Music
MusN	College of Music (New Bldg)	음악관(신관)	

Abbr.	Building Name (English / Korean)		Associated College
NMH	New Millennium Hall	새천년관	Global Leadership Division Graduate School of International Studies
Nur	College of Nursing	간호대학	College of Nursing
OSH	Oesol Hall	외솔관	College of Liberal Arts
PEC	Physical Education Center	체육교육관	Physical Education/Sports & Leisure Studies Department - Swimming Pool located here
SciH	Science Hall	과학관	College of Science
SRC	Science Research Center	과학원	College of Science
SSH	Samsung Hall	삼성관	College of Human Ecology
TheoH	Theology Hall	신학관	College of Theology
WDH	Widang Hall	위당관	College of Liberal Arts
YHH	Yeonhui Hall	연희관	College of Social Sciences
무용실	Outdoor Amphitheatre	노천극장	Physical Education/Sports & Leisure Studies

2.6 How to Search for a Course

[Step 1]

Go to Yonsei Portal Service(<https://portal.yonsei.ac.kr/ui/index.html>) → click 'Eng' → click 'Course Catalogue and Syllabus'


The screenshot shows the Yonsei Portal Service homepage. On the left is a blue banner with the Yonsei University logo and text in Korean and English. On the right, there are two main sections: 'YONSEI SERVICE' and 'IT SERVICE'. In the 'YONSEI SERVICE' section, the 'Course Catalogue and Syllabus' icon is highlighted with a red box. The 'IT SERVICE' section includes links for Online Transcripts & Certificates, Web Mail, IT Service(Sinchon), IT Service(Mirae), Int'l Campus Shuttle Bus, and Wonju Shuttle Bus Notice. Below these are 'ACADEMIC LINK' and 'ADMIN. LINK' sections with various service links. A language selector in the top right corner shows 'KOR' and 'ENG', with 'ENG' highlighted.

[Step 2]


Select "Year/Semester", "Category", "College", etc that suit your interest.
Under category section, **"Undergraduate Programs(mirae)", "Graduate Programs (mirae)", and "의료원(미래)" ARE NOT SUBJECT to exchange/visiting students.**

The screenshot shows the Yonsei Portal Service course search page. At the top, there are several notices in Korean and English. Below the notices, there are search filters for Year/Semester (2023, 1st Semester), Category (Undergraduate Programs), College (Grad School/Classification), Foundation Education (2019-), Department (ALL), Grade, and Credit (full credit). There is a 'Search' button and a 'QSearch' button. Below the filters, there is a 'Keyword' section with a 'Course Code' dropdown and a search box. There are also buttons for 'QLook Up All English Course', 'QLook Up All Online Lecture', and 'QSearch'. At the bottom, there is a table titled 'Opened Course List' with columns for No., Semester, Campus, Major, Grade, By Subject, Class Session, Course Code-Sec.-Lab, Credit, Course Title, Class closed, Professor, Time, Lecture room, Distal Language/Lecture Status, Evaluation Methods, and Eligibility of Exchange Student. The table is currently empty, showing 'No Data.'

[Step 3]

Navigate the catalogue by choosing different colleges and departments and check the syllabus of a course by clicking [ Plan].

[Things to Check]

- ✓ Under “Eligibility of Exchange Student” column, “Y” means the course is open to exchange/visiting students while “N” means the course is not open to exchange/visiting students.
- ✓ Under “Campus” column, only Sinchon campus courses are open to exchange/visiting students. Songdo(International) campus courses are not open to exchange/visiting students.
- ✓ During Course Registration Round 1, the more miles a student bids on a course, the more likely he or she will be successful in registering for the course. Thus, checking the [ Mileage Course Enrollment Result] from a previous semester can be informative in terms of how popular a course may be.

Capacity	Participated number	Major Capacity (Including the 2nd Major)	Quota by each Grade						Eligibility of Exchange Student	Max Mileage	Mileage		
			1	2	3	4	5	6			Minimum	Maximum	Average
20	19	0(N)	0	0	0	0	0	0	N	36	1	36	21.37

- **Capacity:** Total spots available
- **Participated number:** Number of students who took the course
- **Major Capacity:** Priority is given to students majoring in the department in charge of the course → [Capacity – Major Capacity = spots open to non-majoring students]
- **Quota by each Grade:** Spots available to specific year of study
- **Eligibility of Exchange Student:** must be marked “Y” to be open to exchange and visiting students.
- **Max Mileage:** Maximum number of mileage a student can bid for the course
- **Average:** Average number of mileage the students bidded for the course

2.6.1 How to Search for Office of International Affairs(OIA) Courses(Course code: IEE)

- Category: Undergraduate Programs
- College: Study Abroad Course
- Department: Undergraduate

2.6.2 How to Search for Graduate Courses

- Category: Undergraduate Programs
- College: Study Abroad Course
- Department: Graduate

2.6.3 How to Search for Korean Language Institute(KLI) Courses (Course code: KLI1001~1006, IEE1011~1013)

- Category: Undergraduate Programs
- College: Study Abroad Course
- Department: Korean Language