

Supplementary Course Registration Guidelines

1. General Information

- When you register for supplementary courses, you must comply with the regulations of your department.
- No more than 12 credits, including supplementary courses, may be taken per semester.
- The maximum number of credits allowed for supplementary courses is 12.
- You should choose to take supplementary courses either on a supplementary (Graded: letter grade such as A+, B0 on the transcript) or an audit basis (Passed/Not Passed: P/NP on the transcript).
- Supplementary courses do not count towards the cumulative GPA or the credit requirement for graduation.

2. Registration Period: Course Registration and Add/Drop Period

* Wonju Campus students can also enroll for courses via Yonsei Portal System

3. How to Register for Supplementary Courses

- Go to Yonsei Portal (<http://portal.yonsei.ac.kr>). Place the cursor on "Academic Information System" to click on "Academic Management System".
- Login with your student ID and password (Default password: your date of birth in YYMMDD order).
- Click "Course" on the left menu → "Undergraduate Supplementary Course" and read the notice carefully.
- If you go to "Course Enrollment", you can browse undergraduate courses. Select the program category, college and major first and then click "Browse" to check the list of courses available

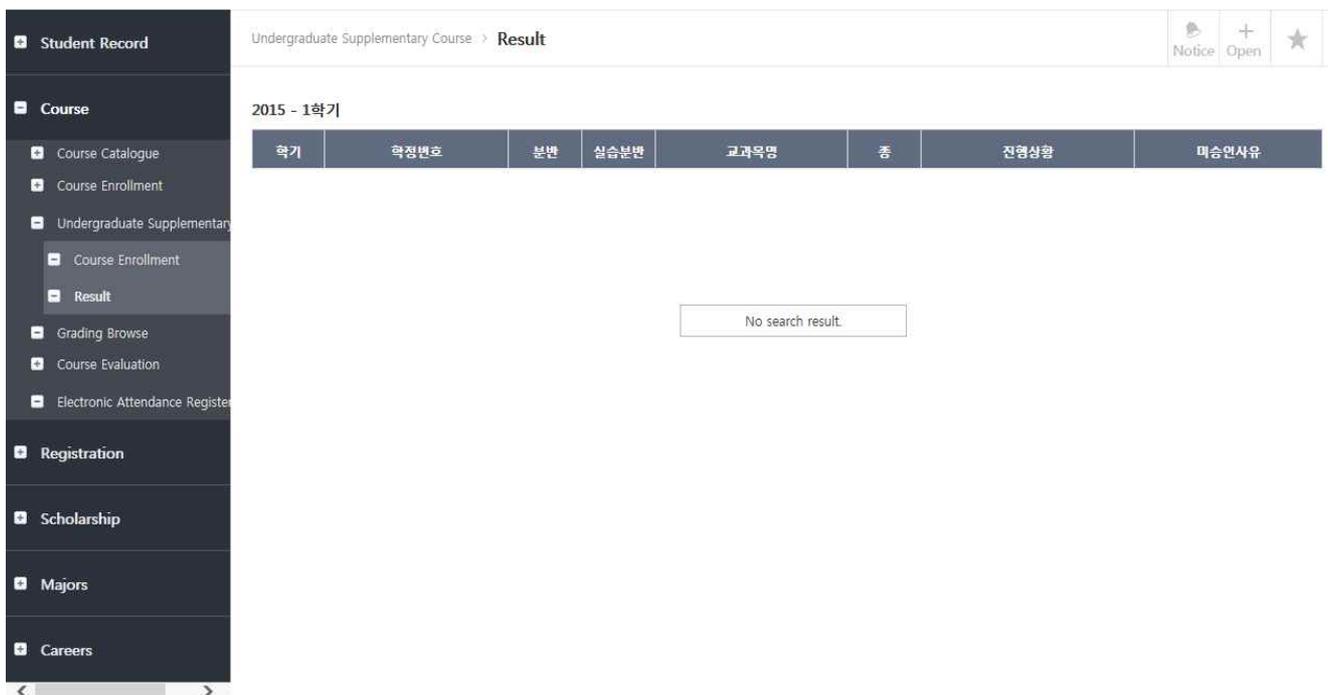
담기	Classification	Course Code-Sec-Lab	Credit	Course Title	Instructor	Time	Location	Ref
	-선택-	BIZ1101-03	3	회계원리(1)	이호영	월1,2,수2	상별B103	③②

* Please note that to register for Graduate courses you must go to "Graduate Course Enrollment" on the Main Portal Service menu.

E. After selecting the course you wish to take and click the note icon . It will be added to the list of your enrolled courses at the bottom of the page. If you want to drop the course, click the icon  on the list again.

F. If you want to cancel your request, just click “X” button on the list of requested courses. If you want to drop the course after the final approval is granted, you need to go to the “Course Enrollment” menu and click the course code on the list of your registered courses.

Approval Status	Where to Drop	Notes
Request just submitted	Undergraduate Supplementary Courses → Course Enrollment	You may not drop courses while your request is pending approval (To check the status of your request, click “Result” on the left menu)
Approved by the Department	Undergraduate Supplementary Courses → Course Enrollment	
Approved by the Graduate School Office	Course → Course Enrollment → Enrollment Status	



The screenshot shows the 'Result' page for an Undergraduate Supplementary Course. The page title is 'Undergraduate Supplementary Course > Result'. The breadcrumb trail is '2015 - 1학기'. The table has the following columns: 학기, 학정번호, 분반, 실습분반, 교과목명, 종, 진행상황, and 피승인사유. The table is currently empty, showing 'No search result.' The left sidebar contains a navigation menu with categories like Student Record, Course, Registration, Scholarship, Majors, and Careers.

G. Your request might not be approved either by your department or the Graduate School office for some reasons (eg. regulations of the department, credit limit etc), so please make sure to check the status of your request - whether it is fully accepted or not - on Yonsei Portal.