Guide to Searching Courses & Selecting a Yonsei Major

(Updated Version: July 20, 2017)

Selecting a Yonsei major is important in that the information will be used for course registration. Students can choose a major based on the courses they wish to take at Yonsei University. The major at Yonsei does not have to be their actual majors.

However, students are advised to be mindful of the target students and prerequisites of each course by checking its course syllabus before they choose their Yonsei majors. Also, some courses may have quota priority for major students and/or quota for students in certain academic grades (school year). To choose a "major at Yonsei" effectively, please read and follow the instructions below.

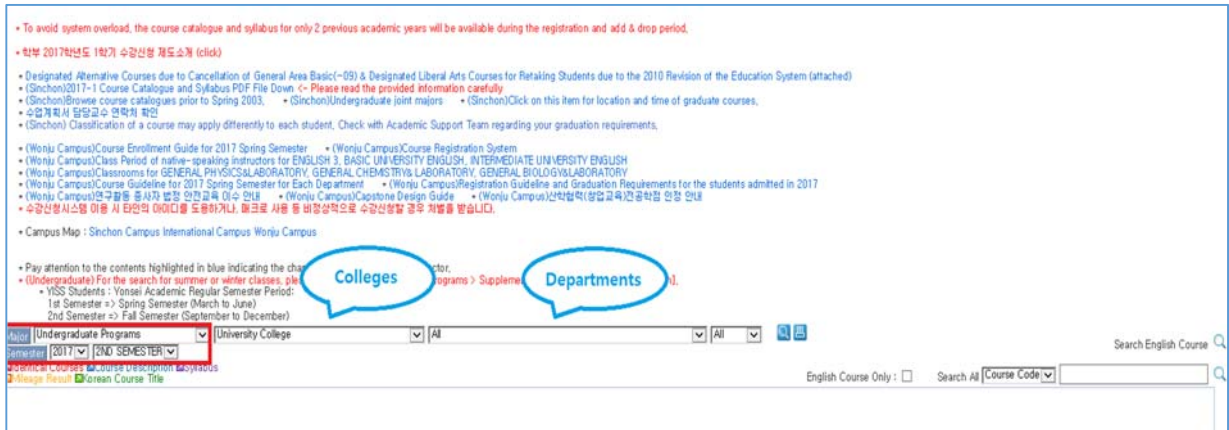(* Restricted Programs: Medicine, Dentistry, Nursing, Music, MBA, Law School)

Instructions

1. Go to Yonsei Portal Service (http://portal.yonsei.ac.kr/main/indexe.jsp) and click the "Course Catalogue and Syllabus: Undergraduate & Graduate" banner.

   To switch to a Korean version website, please click "Korean" button next to the search bar.

2. Select "**Undergraduate Programs**", "**2017**", "**2ND SEMESTER**" options from the drop-down lists.

3. Navigate the catalogue by choosing different colleges and departments and check the syllabus (⬛) of each course, particularly **target students and prerequisites of the courses** that you wish to take at Yonsei University.

    * Professors will upload their course syllabi by July 23 (Sunday), 2017. If there is no syllabus yet, check the previous semester's course information through the course catalogue, or email your professor to get the syllabus. Getting the right syllabus is important for your credit transfer process at your home institution.

Using Search Box Feature in Catalogue

Students can also search for courses by course code, title, instructor's name, and course time by using the search box feature in the course catalogue.

However, when you use the search box, please note that the search result shows previous course information as well. For example, if you put "Cost Accounting" in the search box for course title and click the magnifier icon, the result shows not only current but also previous course offerings as below.

Please check the "**Semester**" column and see if it is written "**20172**", which means it

is a course offered in Fall 2017 Semester.

Course Code

B	I	Z	2	0	5	4

The first three alphabets show which department the course is being offered from. For example, course code starting with BIZ means the course is offered by Department of Business Administration.

Course Level

The course level can be determined by the course code. If the course code is 1000 level (e.g. IEE1101), the course is considered a General Education and/or Lower Level undergraduate course. From 2000 to 4000, the course is considered a Major and/or Upper Level courses. From 5000 above, the course is classified as a Graduate Course.

Prerequisites

Students are required to check if they are eligible for the class or not by assessing their background of the listed prerequisites. If you are not sure, contact the faculty for advice.

Course Timetable

On Yonsei Portal Service, the course time period is written as Mon1, Tue 2, 3 or Mon1 Tue2,3(Fri 2,3). The numbers indicate the time periods. All classes last 50 minutes followed by a 10 minute break. The lab or practice time is indicated in brackets.

Days	Time Period	Class Time
M, T, W, Th, F	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

Days	Time Period	Class Time
9	17:00-17:50

4. While you explore the course catalogue, please check the columns of '**Ref.**' and '**Exchange'**.

Reference Code

Code	Meaning
ⓐ	Course is taught in a language other than Korean and English (e.g. Chinese, Japanese, Spanish, French, etc.).
ⓑ	Course is graded on a Pass/Non-Pass basis.
ⓒ	Course is offered at International Campus at Songdo, Incheon. (2 hours away from Sinchon Campus by bus)
①	Course has supplementary video lectures, available at the YSCEC website (See pg 22).
②	Course is taught in English.
Cancelled	The course was cancelled, so it is no longer available.

➤ Courses without reference codes of ⓐ and ② are taught in Korean.

➤ Other than the above pre-fixed reference codes, each college and/or department may add more numbers or codes. Please click the reference codes to check any restriction or information.

Exchange Column

Code	Meaning
X	Blocked from all incoming exchange/visiting students regardless of major of study
O	<u>Conditionally available</u> to incoming exchange/visiting students. Some courses may block non-major students' enrollment, have quota priority for major students, and/or have quota for students in certain academic grades (school year)

> ➢ Please be advised that information (O, X) in "Exchange" column is subjective to change until the beginning of the semester according to each department or college's policy. Thus, be sure to have alternative course(s) in case your intended courses are unavailable for enrollment.

5. List up the courses that you wish to enroll for. Include the name of the department that offers the course as well as Yonsei course code in your list.

6. Below is the list of departments that previously restricted some/all of their courses from non-major students. Please check if your intended courses fall under the following departments. (The restrictions may subject to change every semester.)

   Architectural Engineering, Atmospheric Science, Biochemistry, Biology, Biotechnology, Chemistry, Chemical Engineering, Child and Family Studies, Chinese Language and Literature, Civil and Environmental Engineering, Clothing and Textiles, Computer Science, Cultural Anthropology, English Language and Literature, Electrical and Electronic Engineering, Human Environment and Design, Information and Industrial Engineering, Korean Language and Literature, Mass Communication, Mechanical Engineering, Political Science and Diplomacy, Physics, Psychology, Public Administration, Sociology, Underwood International College, Urban Planning and Engineering

7. Students can choose a major (department) that best suits their course needs, and the major at Yonsei does not have to be their actual majors. However, students must be mindful of the target students and prerequisites of each course by checking its course syllabus when they choose their Yonsei majors.

   * Note: Students can choose ONE major, and no double major or minor is available at Yonsei University.

8. Undergraduate and Korean language courses offered by the Office of International Affairs are categorized under "Study Abroad Course" in the course catalogue. Those

courses are coded with **IEE** and **KLI** in the catalogue. IEE and KLI courses are available to all exchange/visiting students regardless of their major of study. Thus, students do not need to choose Study Abroad Course for their Yonsei major, as those courses will be available for enrollment to all students anyways.

Quick Q & A

Q. I wish to take 1 course from Psychology, 3 courses from Underwood International College (UIC), and 1 course from Study Abroad Course. What Yonsei major would be better to choose?

If you need to take as many courses as possible, we would recommend Underwood International College (UIC) for your major at Yonsei University. By choosing UIC as a Yonsei major, the student can attempt to register for 3 courses from UIC and 1 course from Study Abroad Course, although it may be impossible to enroll for a psychology course.

However, if you must take a psychology course for any special reason (e.g. graduation, etc.), you might want to choose Psychology for your Yonsei major.

Choosing a major over other majors is dependent on each student's situation.

9. **How to Change Your Yonsei Major**

   If you wish to change your Yonsei major that you previously chose while applying to Yonsei, please follow the instructions below:

   ➤ Email at study@yonsei.ac.kr

   ➤ Please write "Yonsei Major Change Request" in your email title.

   ➤ In your email, include your personal information (name, date of birth, and home institution) as well as the name of major that you wish to change to.

   ➤ Extended Deadline: 17:00, Wednesday, July 26, 2017 (Korean standard time)

   ➤ No attempts to change your major would be accepted after the extended deadline.

   ➤ Students can log on to the online application system and check if their requests have been processed. Do not email us to check if your major change request is processed – you will not hear back from us. But we will definitely let you know should there be any issues regarding your request.

10. The current undergraduate course list is fixed, and no additions will be made. But some courses may be cancelled for various reasons without notice. Thus, please check the course catalogue on a regular basis to find any updates.

Further Important Notes

- ## Credit Requirement

Type	Minimum Credits	Maximum Credits
Undergraduate Students	9	18
Graduate Students	9	15

- ➢ Registering below the minimum credit requirement may cause withdrawal from the program and D-2 visa cancellation.

- ➢ Some students may have to register for more than 9 credits to maintain their visa status or scholarship or to fulfill their study abroad requirement.

- ## Study Abroad Course

The undergraduate courses offered by the Office of International Affairs are listed in the course catalogue under the sections of "Undergraduate Programs > Study Abroad Course > Undergraduate and/or Korean Language".

These courses are available to incoming exchange and visiting students of any majors. To see further course restrictions regarding Study Abroad Course, please check the reference code of the course.

- ## Department of Business Administration

Please note that courses offered from Department of Business Administration are strictly restricted to students who declared their major in the business field at their home universities. Even in such case, business major students can take a maximum of 3 business courses offered by Department of Business Administration.

If your current major of study is not business, you are not allowed to select Department of Business Administration for your major at Yonsei University.

Exceptions

In accordance with the Department of Business Administration's academic policy, the following 3 Business Administration courses are exceptionally available and restricted to students of OTHER majors for course enrollment.

BIZ3134-**04** International Management (Instructor: Weemaes Hans)

BIZ3147-**08** Strategic Management (Instructor: Weemaes Hans)

BIZ3340-01 Entrepreneurship and Strategy (Instructor: Weemaes Hans)

Course De-registration Policy

In an instance where a student whose Yonsei major is not Department of Business Administration registers for BIZ-coded courses, he/she will be de-registered from the BIZ courses after September 7. (Course Add & Drop Period: September 5 ~ 7)

FAQ

Q. I study business and economics at my home university and wish to take relevant courses at Yonsei University. But I wonder what Yonsei major is suitable for me between Department of Economics and Department of Business Administration.

Courses offered from Department of Business Administration are coded with BIZ****-**. If you must take more than one BIZ-coded course, we recommend you choose Department of Business Administration for your Yonsei major. Students who chose Department of Economics for their Yonsei major are not allowed to take courses offered from Department of Business Administration.

Q. I am not a business major student at my home university but still would like to take business courses at Yonsei University. What should I do?

You are advised to take business-related courses offered from Department of Economics and Study Abroad Course instead. Both departments offer business related courses that are available to students of any major.

Q. I am a business major student at my home university, and I have to take more than 3 business courses to fulfill my study abroad requirement.

Please consider taking business-related courses offered from Department of Economics and Study Abroad Course in addition to a maximum of 3 courses offered from Department of Business Administration. For example, you can attempt to take 3 courses from Department of Business Administration, 2 courses from Study Abroad Course, and 1 course from Department of Economics.

Q. I am a business major student, but I plan not to take business courses from Department of Business Administration. Can I select other major?

Yes, you can choose a different major based on the courses that you wish to take. However, you are strongly advised to check the target students and prerequisites of courses through its syllabi. There were some students who chose a major that differs from their actual major of study and had difficulties to follow the course(s) due to lack of prior knowledge in the study area.

* **Note:** Yonsei University does not have academic tutoring service for exchange and

visiting students.

■ Underwood International College (UIC)

Due to the Underwood International College(UIC)'s academic policy, the UIC courses are made available to exchange/visiting students who chose "Underwood International College (Sinchon Campus)" for their Yonsei major in Round 2 (17:00, August 10 ~ 17:00, August 11) on a space available basis.

Course Registration Round 1 (Mileage Bidding Process)

09:00, August 7 ~ 17:00, August 8 (Korean Standard Time)

➢ UIC courses **UNAVAILABLE** to exchange/visiting students

➢ UIC courses that are jointly offered by other departments may or may not be available for enrollment during Round 1 of course registration period. (The UIC course enrollment in Round 1 is dependent on the joint department's academic policy.)

Course Registration Round 2 (Waiting Number System)

17:00, August 10 ~ 17:00, August 11 (Korean Standard Time)

➢ Some UIC courses will be made available to exchange/visiting students for course enrollment from 17:00, August 10 until 17:00, August 11 if there are remaining seats.

➢ For courses that have remaining seats for exchange/visiting students, the course information in the Exchange column of the course catalogue will also change from X to O before 17:00, August 10.

➢ Due to the UIC academic policy, even in Round 2, exchange/visiting students are UNABLE TO ACCESS the UIC courses offered at the International Campus (Songdo, Incheon) AND the courses offered from the following UIC departments:

- ASD-Asian Studies
- TAD-Information and Interaction Design
- TAD-Creative Technology Management
  *[**Exception**] CTM2015, CTM3006, CTM3011 will be made available to exchange/visiting students during Round 2 on a space available basis.*
- TAD-Culture and Design Management
- ISSD-Justice and Civil Leadership
  *[**Exception**] JCL3005 will be made available to exchange/visiting students during Round 2 on a space available basis.*
- 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

Graduate Courses

Graduate courses available to exchange/visiting students are now listed under "Undergraduate Programs > Study Abroad Course > Graduate > 2017 > 2nd Semester" sections.

Graduate students can enroll for both undergraduate and graduate level of courses. Priority in enrolling for graduate courses is given to graduate exchange students who hold bachelor's degree.

However, senior undergraduate students may exceptionally enroll in up to ONE graduate course, if the following conditions are met:

1) CGPA: Above 3.0 out of 4.0

2) The course has a reference code ⑨, meaning "Undergraduate exchange/visiting students allowed", in the course catalogue.

3) Approval from the course instructor (The form has been provided to graduate and 4th year undergraduate students.)

Course De-registration Policy

In an instance where a senior undergraduate student registers for more than one graduate courses, he/she will be de-registered from those courses after September 7. (Course Add & Drop Period: September 5 ~ 7)

Intensive Korean Language Courses (6 credit)

Intensive Korean language courses are offered through the Yonsei Korean Language Institute (KLI). Taking Korean language courses is not a requirement on the part of Yonsei. Student might want to check if their home institutions have such a requirement.

* Credits: 6 / Levels: 1 – 6 / Schedule: 4-6 pm, Mon-Fri, About 16 weeks

* How to Find a KLI Course in Course Catalogue: Undergraduate Programs > Study Abroad
  Course > Korean Language > 2017 > 2nd SEMESTER

Enrollment Procedure

① The KLI course enrollment will be open during the Course Registration Period Round 1 and
Round 2 only (August 7 – 11). The number of seats is unlimited. Selection of a level should
be based on the student's own judgement.

　* Note: After August 11, KLI course registration will NOT be allowed.

② Take a mandatory placement test on 16:00, September 1 (for students who successfully
registered a KLI course only).

　* Placement Test Exemption

　　- Students who registered for Level 1 are exempt from taking a placement test

　　- Students who completed a certain level of KLI in the previous semester and pursue to
　　　take the next KLI level

③ Check your placement test result and class information on September 4 at the lobby of
KLI Building. The test result will be announced at 15:00, and classes will begin at 16:00.

　* Note: Students who have registered for a KLI course and not taken a placement test will
　　　be automatically assigned to KLI1001-02 (Level 1).

④ Students MUST change their KLI course level during the Course Add & Drop period
(September 5 – 7) according to their placement test result.

　* Note: Students who wish to cancel their KLI course registration must drop the course
　　　during Course Add & Drop period (September 5 – 7).

Classroom Locations

Yonsei University uses the following abbreviations for classroom building information. The online campus map can be seen [here](#) (Select Main Campus - Sinchon).

Abbr.	Building Name (English / Korean)		Associated College
APZH	Appenzeller Hall	아펜젤러관	Old Theology Hall
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
DWHA	Daewoo Hall Annex	상경대학(별관)	College of Economics and Commerce
DWHM	Daewoo Hall Main Bldg	상경대학(본관)	
EngHA	Engineering Hall 1	공학관(구관)	College of Engineering Engineering Hall Auditorium located here
EngHB	Engineering Hall 2	제2공학관	
EngHC	Engineering Hall 3	제3공학관	
EngHD	Engineering Hall 4	제4공학관	
ERC	Engineering Research Center	공학원	
GBH	Gwangbok Hall	광복관	College of Law
Spo	Sports Science Complex	스포츠과학관	
Gym	Gymnasium	체육관	Physical Education/Sports Industry Studies
MnAud	Main Auditorium	대강당	
MusO	College of Music (Old Bldg)	음악관(구관)	College of Music
MusN	College of Music (New Bldg)	음악관(신관)	
NMH	New Millennium Hall	새천년관	Underwood International College Graduate School of International Studies
OSH	Oesol Hall	외솔관	College of Liberal Arts (Old)
PEC	Physical Education Center	체육교육관	Physical Education/Sports & Leisure Studies Department - Swimming Pool located here

Abbr.	Building Name (English / Korean)		Associated College
SciH	Science Hall	과학관	College of Science
SRC	Science Research Center	과학원	College of Science
SSH	Samsung Hall	삼성관	College of Human Ecology
TheoH	H.G. Underwood Theology Hall	신학관	College of Theology
WDH	Widang Hall	위당관	College of Liberal Arts
YHH	Yeonhui Hall	연희관	College of Social Sciences

Program Withdrawal

In case you need to withdraw from the program due to lack of course offerings or other reasons, please contact our office at: study@yonsei.ac.kr

✓ Refund Policy for Visiting (Fee-paying) Students

1. Application Fee: Non-refundable fee.

2. Tuition Fee: Student must submit a written format of program withdrawal notice for refund before the deadline (Korean Standard Time). Please request a program withdrawal form via email at study@yonsei.ac.kr. All bank fees are the responsibility of the student.

A. Before the first course registration date (By August 6): 100%

B. From the first course registration date to the last day of course add & drop period (August 7 ~ September 7): 80%

C. After the last day of course add & drop period to the last day of course withdrawal period (September 8 ~ October 13): 50%

D. After the last day of course withdrawal period (After October 13): No refund is possible.

Course Registration

The course registration period is scheduled on August 7 ~ 11.

Please note that the Course Registration Guide will be sent out in late-July to inform you of the logistics of course registration system and give instructions on how to use the Yonsei Portal Service, an official portal system for course registration and more. Your login credential, i.e. Yonsei student ID number and password, for the Yonsei Portal Service will be notified in the first week of August. Your patience would be much appreciated until then!

Yonsei University does not guarantee your course registration in any specific classes. Hence, students are advised that they work in conjunction with their home university to take required courses for their graduation plan or program requirement before/after their exchange/visiting terms.

Contact

For further inquiries on academic matters, please contact Yonsei International Education Center at study@yonsei.ac.kr. When you contact us by email, kindly write your name and name of your home institution so that we can advise accordingly.

Thank you.

International Education Center

Office of International Affairs

Yonsei University