User Manual for the Course Registration System (Website)



June 2020

Korea University



1. Course Registration System Outline

- Course registration is possible via either KUPID (http://portal.korea.ac.kr) [Course > Course Registration > Undergraduate/Graduate School Course Registration] or the course registration URL (https://sugang.korea.ac.kr/)

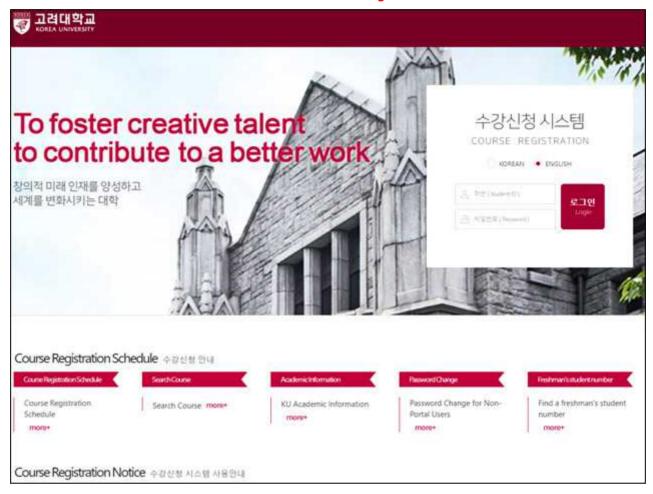
A. System Outline

Menu Composition		Preferred Course Listing Period			Course Registration Period			Note
		Before	Period	After	Before	Period	After	
Course Registratio n	Notices	0	0	0	0	0	0	List of courses registered
	Register by course number	х	х	х	х	0	х	
	Register by my preferred course list	x	х	Х	х	0	х	Not applicable to summer/winter sessions
	Register by courses offered	х	х	х	х	0	х	
Preferred Court List System	Notices (View)	0	О	0	0	0	0	Not applicable to summer/winter sessions
	Register by course number	х	0	х	х	х	х	
	Register by courses offered	х	0	х	х	х	х	
Search Course	Undergraduate Courses	0	О	0	О	0	О	
	Similar Subjects	0	О	0	0	0	0	
	Graduate Courses	0	0	0	0	0	0	
Notice	Course Registration Schedule	0	0	0	0	0	0	
	Course Location/Room Numbers	О	0	0	О	0	0	
	Payment of Tuition for Summer/Winter Sessions	0	0	0	0	0	0	
	Find a Freshman's Student Number	О	0	0	0	0	0	
Password Change for Non-Portal Users		О	0	0	0	0	0	



B. Logging into the Course Registration System

- Enter "Student ID" and "Password" and click the "Login" button.

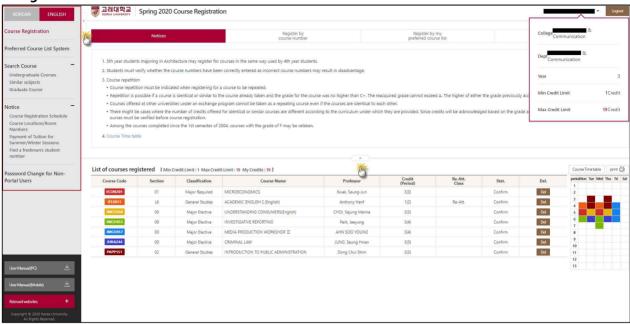


- For portal users, the password is the same as the portal password. For new users, password is the last 7 digits of the user's resident registration number.
- For details about passwords, click "Find Password" on the first page of the portal (portal.korea.ac.kr).
 - . Portal users: click "Find Password" on the portal (http://portal.korea.ac.kr) login page to reissue the password.
 - . Non-portal (KUPID) users: click the "Password Change for Non-Portal Users" menu on the course registration URL (https://sugang.korea.ac.kr/) to reissue the password.
 - . When changing or reissuing the password via the portal, wait 10 minutes before logging in.



C. Manu Change and System Close

- Regular Semester



- The **Search Course** and **Notices** menus provide expand/collapse option.
- **Logout** if the Logout menu on the upper right corner is selected, authorization is no longer valid and the page moves to the login page.
- **Personal Information Provision**: personal information can be added by selecting the Name and Student Number menus on the upper right corner.
- **Logout** if the Logout menu on the upper right corner is selected, authorization is no longer valid and the page moves to the login page.
- Students must click "Logout" after completing course registration to revoke user authorization.
- Korean/English (Language Selection) Switch: select KOREAN/ENGLISH on the upper left corner (language can also be selected on the login page).
- **Tuition Refund for Summer/Winter Sessions**: information about tuition refunds for summer/winter sessions can be found by logging in.

D. Pop-Up Blocking and Unblocking

- Disable pop-up blocker if pop-up blocker is enabled.
- Always "allow" pop-ups from the current site by clicking on "Tools/Internet Options/Pop-up Blocker Setting" in the browser.









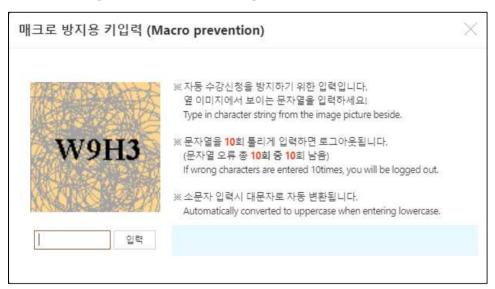
X Note

- Disable the pop-up blocker if the "Disable pop-up blocker" message appears as below, which happens when pop-up blocker is not properly disabled.



E. Macro Prevention

- To prevent system performance degradation arising from the use of macro programs, a set of characters is displayed on the screen after repeated attempts to save course registration are detected. Enter the characters and click the "Enter" button to continue.
- Lower-case letters entered are automatically converted into upper-case letters.
- The maximum number of unsuccessful save attempts and character input attempts may vary according to administrator settings.



F. Multiple Login Prevention

- If logged in from two or more devices (PC or mobile) using the same student number, only



the user who last logged in can use the course registration system.

- Those other than the last logged-in user will be automatically logged out.

G. Multiple Tab Prevention

- Only one tab of the course registration browser is available for enrollment.
- The message window below will appear if multiple number of tables are in use.



H. Course Registration Delaying System

- To prevent course trafficking or course trading, if a course whose enrollment quota has been reached is deleted, registering for that course is allowed only after a certain period of time (30 minutes to 1 hour).
- Such delay is extended during late night and early morning hours.
- The message window below appears when a student attempts to register for a course whose registration is delayed.
- This system does not apply for the 30 minutes after the start and the final 60 minutes before the end of course registration period.



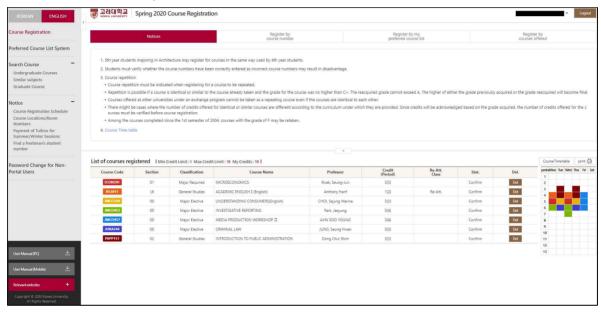


2. Course Registration (Regular Semester)

- Notices / Register by course number / Register by my preferred course list / Register by courses offered
- A course syllabus can be viewed by selecting a course code.

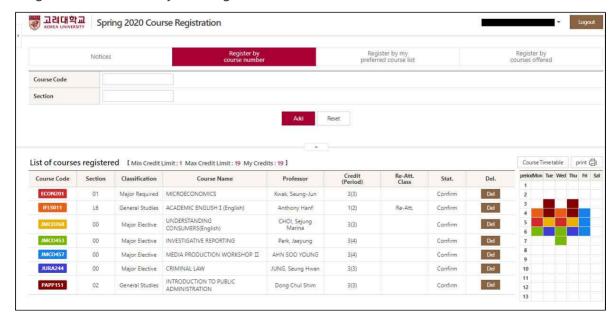
A. Notices

- "The Notices" section is provided as a default when the Course Registration menu is selected.
- The timetable can be viewed / the list of registered courses can be viewed and the class hours and timetable can be printed.



B. Register by Course Number

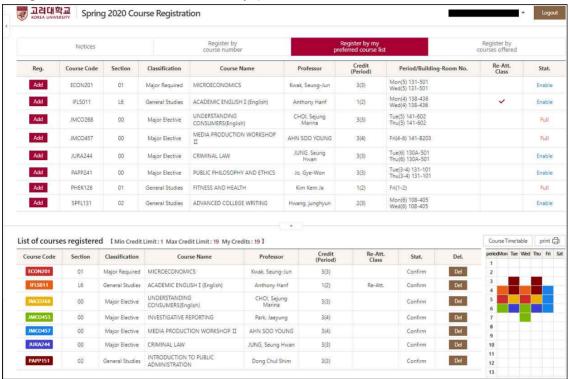
- Register for a course by entering its course code and section number.





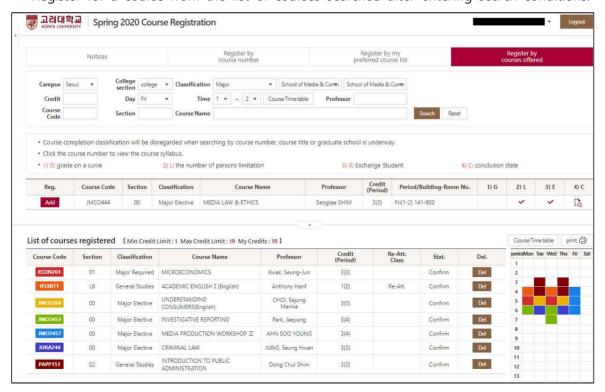
C. Register by My Preferred Course List

- Register for a course included in 'my preferred course list.



D. Register by Courses Offered

- Register for a course from the list of courses searched after entering search conditions.



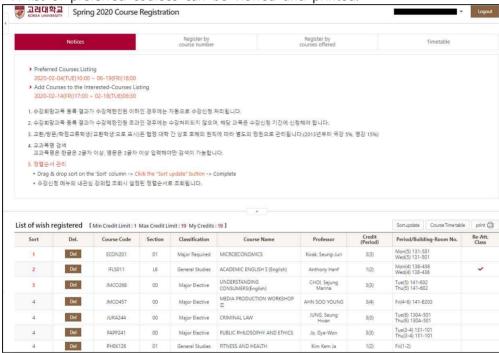


3. Preferred Course Listing

- Notices / Register by course number / Register by courses offered / Timetable
- A course syllabus can be viewed by selecting its course code.
- Drag and drop the sort order and click the "Sort Update" button after sorting the order.

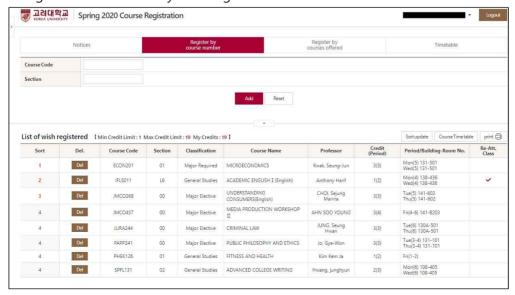
A. Notices

- The "Notices" section is provided as a default when the Course Registration menu is selected.
- The timetable can be viewed.
- A list of preferred courses can be viewed and printed.



B. Register by Course Number

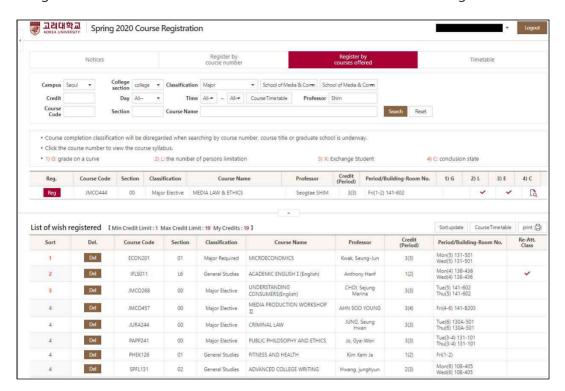
- Register for a course by entering its course code and section number.





C. Register by Courses Offered

- Register for a course from the list of courses searched after entering search conditions.



D. Timetable

- View the timetable listing preferred courses.



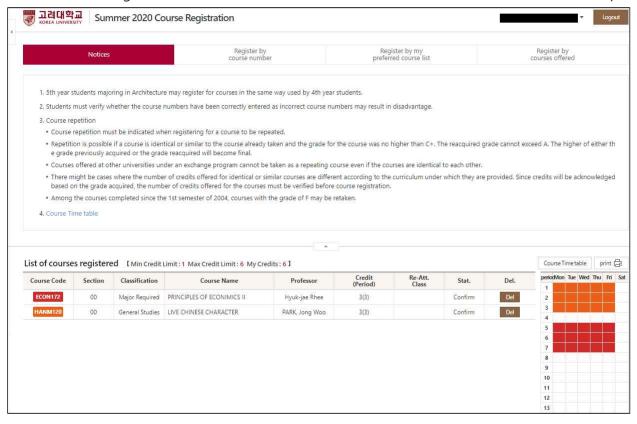


4. Course Registration (Summer/Winter Sessions)

- Notices / Register by course number / Register by my preferred course list / Register by courses offered
 - A course syllabus can be viewed by selecting the course code.

A. Notices

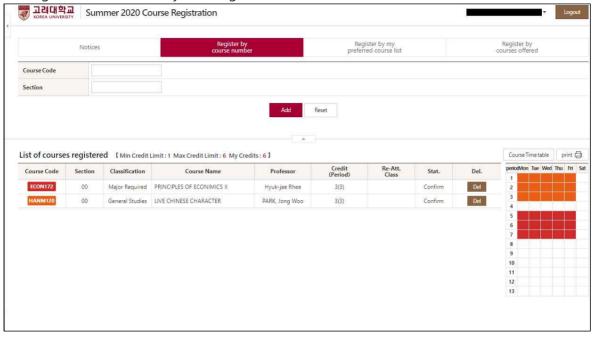
- The "Notices" section is provided as a default when the Course Registration menu is selected.
- The timetable can be viewed.
- A list of registered courses can be viewed and their class hours and timetable can be printed.





B. Register by Course Number

- Register for a course by entering its course code and section number.



C. Register by My Preferred Course List: Not Applicable to Summer/Winter Sessions

D. Register by Courses Offered

- Register for a course from the list of courses searched after entering search conditions.

