

Regulations on Course Registration

Article 1 (Purpose)

These Regulations prescribe detailed matters concerning course registration pursuant to Article 33 of the Regulations of Woosong University.

Article 2 (Registration Period)

Course registration periods shall be announced prior to each semester, and students must complete registration within the designated period.

Article 2-2 (Eligibility for Registration)

Only enrolled, newly admitted, or reinstated students may register; students on leave, graduated, completed, or dismissed are not eligible.

Article 3 (Registration Procedures)

- ① Within the designated period, students shall consult the curriculum and class schedule of their department, receive academic advising from their academic advisor or department head, and finalize the courses to be taken for the semester.
- ② Students who fail to complete course evaluation surveys for the current semester or preliminary course registration for the next semester may face restrictions on registration timing or course selection in the following semester.

Article 4 (Academic Advising for Course Registration)

Academic advisors shall guide students in course registration with consideration of the following:

1. Priority shall be given in the order of general education required, major required, minor/double major, general education electives, and major electives, considering graduation requirements;
2. Transfer students shall be advised based on previously completed coursework and prerequisite completion;
3. If registered credits exceed the standard or registered credits exceed tuition-paid credits, courses shall be removed in the following order: major electives, general electives, major required, basic required, and general required (from the last-listed courses);
4. Students pursuing or planning to pursue a minor or double major shall be guided to complete courses within their program;
5. Students who change majors shall be guided considering required and prerequisite courses.

Article 5 (Order of Course Registration)

- ① Course registration shall prioritize courses offered for the student's academic year according to the curriculum.
- ② Uncompleted required courses shall be registered first.
- ③ If earned credits do not meet the requirements under Article 10 of the Academic Regulations, uncompleted courses for that academic year shall be prioritized. However, elective courses may be skipped if there is no prerequisite issue.
- ④ Students with a GPA of 4.15 or higher in the previous semester may take major courses offered in the next higher academic year.

Article 6 (Retaking Courses)

- ① Courses previously completed with a grade of C or lower may be retaken to improve grades.

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② Retaken credits shall be limited to 6 credits per semester, and the same course may be retaken no more than twice during enrollment.

Article 10 (Course Registration for Returning and Readmitted Students)

Returning and readmitted students shall register for courses according to the curriculum applicable to the same academic year.

Article 11 (Course Registration for Transfer Students)

Transfer students shall register according to the curriculum applicable to the same academic year of admission. However, requirements for foundational courses imposed by the departmental evaluation committee shall be governed separately by transfer admission regulations.

Article 12 (Restriction on Schedule Overlap)

Courses with overlapping class times may not be registered, and even if completed, credits shall not be recognized.

Article 13 (Registration for Elective Courses)

Students wishing to take general electives or courses offered by other departments not included in their curriculum must obtain approval from both their own department and the offering department.

Article 14 (Enrollment in Graduate Courses)

Undergraduate students taking graduate-level courses shall follow Article 34, Paragraph 1 of the Academic Regulations.

Article 15 (Credit Limits for Course Registration)

- ① The maximum number of credits per semester shall follow Article 33 of the Academic Regulations.
- ② The minimum number of credits per semester shall be as follows:
 1. 9 credits for each of the first and second semesters, and 2 credits for summer and winter sessions;
 2. At least 1 credit for the final semester required for graduation;
 3. At least 1 credit when enrolled in special semesters under Article 11 of the Academic Regulations;
 4. Notwithstanding Subparagraph 1, for students admitted from the 2019 academic year onward, no minimum credit requirement is set for summer and winter sessions after the first-year winter term.
- ③ General education credits, including required credits, may be taken freely within 45% of the total graduation credits.
- ④ Notwithstanding Paragraph 2, students may be permitted to enroll in a minimum of 1 credit to enhance academic competency or prepare for employment, entrepreneurship, or industry adaptation (limited to the first or second semester).
- ⑤ Additional credits may be allowed as follows:
 1. Students with a GPA of 4.15 or higher in the previous semester may take up to 2 additional credits in the following semester;
 2. Transfer students admitted as third- or fourth-year students before 2020 may take up to 3 additional credits in summer or winter sessions;
 3. Students approved by the President for unavoidable academic reasons may take additional credits within necessary limits;
 4. Credit limits for transfer students shall follow those applied to newly admitted students of the same academic year;
 5. Students selected as officer candidates in the Reserve Officers' Training Corps may take up to 3 additional credits for military-related courses during the first or second semester.
- ⑥ The provisions of Paragraph 5 shall apply to students admitted from the 2016 academic year, while

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earlier students shall follow the previous regulations.

⑦ Students participating in self-development or career semesters shall not exceed 18 total credits per semester, including such program credits.

Article 16 (Changes, Cancellation, and Addition of Courses)

① If a registered course cannot be taken due to schedule changes or course cancellation, students may change, cancel, or add courses within the designated period with the President's approval.

② The designated period shall be from the end of the registration period to within one week after the start of the semester. However, the President may adjust the schedule within one week if necessary.

Article 17 (Withdrawal from Courses)

① If a student determines that a course cannot be completed, they may withdraw within two-thirds of the semester with approval from the department head, provided that minimum credit requirements are maintained (at least one course in the final semester).

② Withdrawn courses may not be replaced with other courses, and tuition shall not be refunded.

Article 18 (Validity of Course Registration)

① Students who do not register for courses may not attend classes or take examinations for that semester.

② Credits for unregistered courses shall not be recognized.

Article 19 (Miscellaneous)

Matters not specified in these regulations or the Academic Regulations regarding registration and course enrollment shall be determined by the President following deliberation by the Academic Affairs Committee.