

Guide to Course Registration

I . Course Registration

1. Course Registration Dates

- A. Course registration period: 9:00 Wednesday, February 15, 2017, – 17:00 Friday, February 17, 2017
- B. Period for course confirmation and for dropping or adding courses:
9:00 Friday, March 3, 2017 – 17:00 Thursday, March 9, 2017
- C. Withdrawal period: 9:00 Monday March 27, 2017 – 17:00 Friday, March 31, 2017

2. Course Registration Procedure

A. Course Registration Guidelines

Students must get guidance from the head of their department before registering for courses to complete the program, and for courses run by other departments for credit exchange, undergraduate courses, and extra courses.(Students must get guidance from the head of their minor department for minor courses.)

B. Internet Registration: Course registration is possible on the Internet.

(1) Logging in

- **URL: <http://sugang.ewha.ac.kr>**

- Login: Enter student ID and password and click the “Login” button.

- **For new students, the password is the first 6 digits of their resident registration number. This password can be changed later by going to the Ewha homepage → EUREKA → Personal Information→ Password Modify.**

(2) Guide to registration menu

- To register for a course, type the course number and class number and press “Enter”. If you enter the course number or class number incorrectly, select the course and press “Delete” to cancel your registration.

- Search for courses available by entering the graduate school, department, major, course name, lecture time or professor in charge.

- To complete registration: **After registering, click the “Exit” button at the left of the window.**

C. Confirmation of registration: Students can check the results of their registration at the end of the registration period by going to the Ewha homepage→ EUREKA→ My Eureka→ Academic affairs →Course →“(R)View Course Registration”.

3. Important Notes for Course Registration

- A. Possible credits for each semester: Regular students of Master’s, Doctoral, and combined Master’s and Doctoral programs may register for a maximum of 12 credits per semester. If taking extra courses,

students may register for up to 15 credits per semester. Research students in these programs may only register for a maximum of 6 credits per semester.

B. Graduate students must complete at least half of the total required credits at The Graduate School of Ewha.

C. Students who have completed their courses may not register for courses.

D. Students entering graduate programs since 2014 should complete the required research ethics course. Refer to more information in “II. Completing courses>3. Research Ethics Courses” below.

E. Courses are classified as major courses, extra courses, minor courses, general courses or a thesis seminar.

Students can check how many credits they have completed towards their program, by visiting the following site; Ewha homepage → Eureka → My Eureka → Academic affairs → Grade → Student Credit Acquirement Enquiry.

F. An introduction to courses offered and course syllabi can be found at the Ewha homepage → Academic Resources → Course schedule/syllabus.

G. Students who are endowed with extra credits must enter “Extra credits” as the course classification when registering for extra courses. When registering for graduate courses as extra credits, students should click “Choose” in front of the course number and select “Change classification” to change the course type to “Extra credits”.

H. Students who wish to take minor courses must choose “Minor” for the course classification during their minor course registration.(click “Choose” located in front of the course number and then select “Change classification” to change the course type to “Minor”)

I. Retaking courses: Students who entered after 2008 may retake courses.

(1) Recognized courses

- Students may only retake courses offered by Ewha Womans University each year or each semester, and this **must be approved by the department offering the course and the department (major) to which the student belongs.**

- Courses can only be retaken if the student was originally awarded a grade lower than C+ for that course.

- Courses may only be retaken once.

(2) Grading of retaken courses

- The original grade is deleted and excluded from calculation of the student’s GPA. The course will be excluded from the student’s number of completed credits.

- The retaken course is labeled “R” (Repeated Course) on school performance records.

- The original course is not listed on the student’s transcript.

(3) Grade limitation: The highest possible grade for a retaken course is A-.

(4) How to register: Students must complete a **“Retaking Course Registration Form”** have it confirmed, and submit it to the Registrar’s Office.

(5) Important Notes on Retaking Courses

- The Thesis Seminar and research modules for individual subjects cannot be retaken.

- If the Retaking Course Registration Form is not submitted, the student’s registration will not be processed as a retake.

- Credits for retaken courses should be within the number of credits allowed per semester.

- J. If there are identical courses within the courses to be completed for the Master's, Doctoral or combined Master's and Doctoral programs, the identical courses will be considered as being completed once only when accessing for program completion. That is, if a student completes a course as part of a Doctoral program which is also necessary for the Master's program, the course will be considered completed just for the Master's program.
- ※ Courses that will be considered as the same course : Courses with the same course number, Courses with the same titles or Courses with the similar titles and with the same course description.
- K. To register for a major practice course in the College of Music, students must enter "01" for class and get confirmation from their academic adviser through the College of Music's departmental office (tel. 02-3277-2432).
- L. As there are certain courses run by the Research Institute which students in the University-Research Cooperative Program (KIST) are required to take to complete their major, students should make sure they take these courses (course numbers start with H).
- M. Notices about cancelled courses, course teachers, lecture times and classrooms can be found at Ewha homepage→Academics→ Schedule/Syllabus, or ask at departmental offices.

II. Completing courses

1. Total credits needed for graduation

A. Master's Program

Credits needed for completion (24 major credits + extra credits (if applicable) + 15 minor credits (if applicable)) + Thesis Seminar (Z0001)

B. Doctoral Program

(1) Students who entered after 2016

Credits needed for completion (36 major credits + extra credits (if applicable)) + Thesis Seminar (Z0001, Z0002)

※ Credits completed during a Master's program cannot be counted towards a PhD.

(2) Students who entered before 2015

Credits needed for completion (60 major credits including major credits completed during the Master's program) + extra credits (if applicable)) + Thesis Seminar (Z0001, Z0002)

※ A maximum of 27 major credits completed during a Master's program may be counted towards a PhD.

C. Combined Master's and Doctoral program

Credits needed for completion (60 major credits + extra credits (if applicable)) + Thesis Seminar (Z0001, Z0002)

2. Thesis Seminar

Students who wish to have guidance on their thesis or to have their thesis examined must register for this course.

A. Course numbers for the Thesis Seminar

Eligible Students	Thesis Seminar Course no.
<ul style="list-style-type: none">• Master's program	Z0001
<ul style="list-style-type: none">• Doctoral Program• Combined Master's and Doctoral Program	Z0001, Z0002

※ Students in the Doctoral and Combined Master's and Doctoral Programs must complete the First Thesis Seminar(Z0001) before registering for the Second Thesis Seminar(Z0002) and before submitting their thesis for examination.

※ **Students who are not enrolled may not register for Thesis Seminar nor receive thesis guidance or submit their thesis for evaluation .**

B. Students in the Master's program(Z0001), Combined Master's and Doctoral program(Z0001, Z0002), and Doctoral program(Z0002) can register for the Thesis Seminar the semester after they pass the comprehensive exam.

C. Students can register for the first Thesis Seminar(Z0001) of the Doctoral program if they have completed the credits required by the program or from the semester that they will have completed. If students do not complete the coursework in a semester in which they register for Thesis Seminar(Z0001), the credit of the seminar course will not be acknowledged.

D. The Master's program should be completed in 1 semester. The Doctoral program and Combined Master's and Doctoral program should be completed in more than 2 semesters.

E. **Students of the Master's program who have not completed the required courses and have been enrolled for more than 4 semesters (Doctoral program over 3 semesters) must register in person for Thesis Seminar on the Internet.**

F. Students who have completed their required coursework and have paid for Thesis Seminar Registration, are automatically entered.

※ **Students who are not enrolled may not register for Thesis Seminar nor receive thesis guidance or submit their thesis for evaluation .**

3. Research Ethics Courses

A. Students entering graduate programs since 2014 should complete the required research ethics course before taking qualifying exams (preferably by the end of the second semester after admission).

B. Course Registration Procedure

- (1) Register for research ethics courses on the Ewha Cyber Campus homepage (<http://cyber.ewha.ac.kr>), not through the University Registration system.
- (2) Certificates can be printed after completing research ethics courses.
- (3) Grades will be given by the university register after the semester.

- (4) New students can register after receiving their student identification number.
- (5) Students should complete the required research ethics course during regular spring (March-May) or fall semesters (September-November). In case students complete the requirement during summer or winter break, the grade will be given in the following regular semester in which they are registered.
- (6) More information is available in the course syllabi or on the Graduate School homepage (<http://graduate.ewha.ac.kr>).

C. List of Research Ethics Courses

“Research Misconduct” is the required research ethics course. Students can choose optional courses related to the subject of the Master’s thesis or Ph.D. dissertation.

Course Title		Class
1	Research Misconduct	Required
2	Data Management and Laboratory Notebook	Optional
3	Human Participant Research	
4	Use of Human Material in Research	
5	IRB Protocol Review	
6	Animal Use and Care in Research	

4. Undergraduate Course Registration

- A. Students in the “Master’s Program” or the “Combined Master’s and Doctoral Program (applicable to 1st ~ 3rd semester students)” can register up to 6 credits from 4th year undergraduate course as their major credit.
- B. To register for such courses, type in the course number and class of the undergraduate course and select “학부공동” for the course classification.
- C. Prior to registration, students should submit their undergraduate transcript to the head of their department for advice on undergraduate course registration.

5. Completing Credit Exchange Courses

- A. Students may take up to half of the credits needed for their degree program.
- B. Students may register for a maximum of 6 cross-credits per semester.
- C. Course Numbers for other Universities courses

Korea National Defense University	B0 + its own course number
Sogang University	S0 + its own course number
Seoul National University	N0 + its own course number
University of Seoul	C0 + its own course number
Yonsei University	Y0 + its own course number
KIAS	X0 + a number of seven digits
KIST	H0 + a number of seven digits
University of Science & Technology	Q0 + its own course number

D. Students can cross-credit courses run by the Graduate Schools of Ewha Woman's University, Yonsei University, and Sogang University.

- (1) Students who wish to register for credit exchange courses should register online after confirming the course and course number from the “3 Graduate Schools Credit Exchange Courses Schedule” with guidance from their Head of Department. Class times and classrooms for these courses can be found on the homepage of the graduate school offering the course(Same as registering for Ewha courses).
- (2) Confirmation of and withdrawal from registered courses: same as conformation for and withdrawal from registered courses for Ewha courses.
- (3) Only students who are taking credit exchange courses from Yonsei and Sogang Universities may use the library at the school running their credit exchange courses, and only in the semester(s) for which they are registered.

E. Completing Seoul National University Credit Exchange Courses

(1) How to register

- View the guide to registration and syllabi at the Seoul National University homepage (<http://my.snu.ac.kr>) → Guide to Registration.
- Students who wish to take SNU courses must submit the “Registration Form for Exchange Courses at Seoul National University” to the Registrar’s Office (Eureka → My Eureka → Academic affairs → Course → Registering at SNU), after getting guidance from their department head.
- Receive a temporary student ID number from Seoul National University (announced on the bulletin board), and sign up in person for courses through Seoul National University's course registration system (<http://sugang.snu.ac.kr>- Students must also register online through Ewha’s internet registration system during Ewha’s registration period.

※ If the contents of the two schools’ internet registration systems do not correspond, the registration can be cancelled.

- Confirming and changing registration: **Cancel courses on both the Ewha and SNU internet registration systems** during the registration change period

(2) Limits to registration

- Selected by each college within 10% of the full number of the department’s students or considering available classrooms and facilities. (There may be no student selected.)
- Colleges will select candidates for credit exchange courses based on their major or GPA, etc.

(3) Students accepted will be issued an “exchange course student ID” and will be allowed to use the school’s facilities, such as the library, labs, etc. (The ID can be picked up at the office of the college/department offering the course.)

F. Completing Korea National Defense University Credit Exchange Courses

(1) How to register

- Check the syllabi at the KNDU homepage(<http://www.kndu.ac.kr/ndmc>)

- Students who wish to take KNDU courses must register to the office of the college/department by the due date, which will be announced on the bulletin board, after getting guidance from their department head.

- Register through Ewha's registration system during Ewha's registration period.

(2) Confirming and withdrawal from registered courses: Students can withdraw from courses through Ewha's online registration system in the same period as Ewha's registration confirmation and change period. Changing courses is not allowed (only withdrawal is possible).

G. Completing University of Seoul Credit Exchange Courses

(1) How to register

- Check the syllabi at the UOS homepage (<http://uos.ac.kr>)

- Students who wish to take UOS courses must register to the office of the college/department by the due date, which will be announced on the bulletin board, after getting guidance from their department head.

- Register through Ewha's registration system during Ewha's registration period.

(2) Confirming and withdrawal from registered courses: **Cancel courses on both the Ewha and UOS internet registration systems** during the registration change period. Changing courses is not allowed (only withdrawal is possible).

(Temporary student ID from University of Seoul will be notified individually)

H. Completing University of Science & Technology Credit Exchange Courses

(1) How to register

- Check the syllabi at the UST homepage (<http://www.ust.ac.kr>)

- Students who wish to take UST courses must register to the office of the college/department by the due date, which will be announced on the bulletin board, after getting guidance from their department head.

- Register through Ewha's registration system during Ewha's registration period.

(2) Confirming and withdrawal from registered courses: Students can withdraw from courses through Ewha's online registration system in the same period as Ewha's registration confirmation and change period. Changing courses is not allowed.(only withdrawal is possible)

6. Courses offered by Professional Graduate Schools and Special Graduate Schools

A. Master's program students can register for a maximum of 12 credits and Doctoral program students for a maximum of 18 credits from courses offered by Professional Graduate Schools (International Studies, Translation and Interpretation, Business, Medicine, and Law), or by other departments, with the guidance of their Head of Department. However, credits from other departments' courses should not exceed half of the total number of credits required for completing their major program.

B. Students can register courses offered by Special Graduate Schools (Education, Design, Social Welfare, Theology, Policy Science, Performing Arts, Clinical Health Sciences, Clinical Dentistry and Teaching Foreign Languages) for "extra credits" only. Students who wish to register Special Graduate School courses must visit the Registrar's Office in advance to receive the "Course Registration Form". The "Course Registration Form" needs to be completed and confirmed by the student's department, and submitted to the Registrar's Office during the course registration period.

7. Individual Subject Research

- A. The Individual Subject Research course counts for a maximum of 6 major credits required for completing the Master's program, and 12 credits for the Doctoral and Combined Master's and Doctoral programs.
- ※ The research project period should be at least 3 months long during the semester(1st semester:~31st May, 2nd semester:~30th November).
- B. Students who wish to register for 'Individual Subject Research' must be a participant of a research project registered at the Ewha Office of Research/ Ewha University – Industry Collaboration Foundation. After registering for this course (course no. R0001) online, students must complete the "Form for Confirming Individual Subject Research Project" with the professor in charge of the project (Ewha homepage→ EUREKA→ My Eureka→ Academic affairs →Course → Form for Confirming Individual Subject → 「Research Project」 Click→ Apply→ Print) and submit it to the Registrar's Office during the registration period. If the registered project is cancelled during the semester, this course cannot be counted towards major credits.
- C. The person responsible for the research project in the "Form for Confirming Individual Subject Research Project" should be the professor of the course. Students cannot apply for a research project as the person in charge.

8. Graduate General Courses (Optional)

- A. The Graduate School offers the following general courses to help graduate students' statistical analysis and English writing skills beginning Spring 2014. The registration procedure is the same as regular graduate courses.
- B. List of Graduate General Courses

Course No.	Course Title	Time/Grade
G90004	Statistics for Graduate Students 1	1.5/1.5
G90005	Statistics for Graduate Students 2	1.5/1.5
G90007	Academic Writing in English for Liberal Arts and Social Science	1.5/1.5
G90008	Academic Writing in English for Natural Science and Engineering	1.5/1.5

- C. The above courses are categorized as "general courses," and therefore their credits are not counted as major courses. When students register for both regular and general courses, the total credits per semester cannot surpass 12. For information about graduate credits, refer to "3. Important Notes for Course Registration" in the "Guide to Course Registration."

9. Minor Courses

- A. Only applicable for master's Program students (Optional).
- B. Students taking minor courses must complete over 15 credits from their minor course(students who

take interdisciplinary programs as their minor can include credits from other department courses which have been pre-approved for completing their minor course). Credits from major courses and minor courses cannot be dually recognized.

- C. Certain departments may require additional completion requirements. Please check and receive guidance from the head of the minor course department prior to registration.
- D. When students register for minor courses, the total credits per semester cannot surpass 12.

III. Thesis Submission and Qualification Examination

1. Foreign Language Exam: Master's, Doctoral and Combined Master's and Doctoral program students may submit their report card at any time from their first semester until their thesis evaluation

A. English Examination: Choose either (1) or (2)

(1) Qualification through an official language proficiency test

- (a) "Official language proficiency test" refers to a formal TOEFL, TOEIC, TEPS, and IELTS test. (IELTS only applies to certain departments)
- (b) Students must submit to their departmental office a report card with a score higher than the acceptance score determined by that department
- (c) Report cards for official language proficiency tests for the spring semester, 2017 must be submitted between Thursday, June 1 and Thursday, June 8, 2017.
- (d) Official language proficiency test scores must have been gained within the last 2 years

*** Valid scores for the spring semester, 2017: Exams taken after July 1, 2015**

- (e) Official language proficiency test scores will be verified with the awarding organization, and, **if found inconsistent, the student will be subject to disciplinary action.**

(2) Recognition through passing the Graduate School English course at Ewha Language Center

- (a) Passing standards for the "Graduate School English" examination will be determined by students' department.
- (b) While students are encouraged to take the Ewha Language Center's "Graduate School English" examination during the semester of their course, if a student receives a passing score without registering for the course due to unavoidable circumstances, the student must register for the course within 4 semesters in order for their score to be recognized.
Ex) If a student took the Graduate School English exam in the summer semester of 2015 and got a passing score, the student must register within the fall semester of 2016 for the score to be recognized.
- (c) Students must attend more than 80% of the total class days and register for the exam during the exam registration period.
- (d) If a student fails the exam, Graduate School English may be retaken, for which the student must attend more than 80% of the total class days, and reapply for the exam.
※ If a student registers for Graduate School English and takes the exam within a year, it will be recognized as retaking the course.

(e) Graduate School English is offered 4 times a year, in spring, summer, fall and winter semesters).

For details, refer to the Ewha Language Center homepage (<http://elc.ewha.ac.kr>).

B. Second Foreign Language Exam: Limited to certain departments. For questions on the type of exam and the passing standards, contact the departmental office

(1) Departments

Program	Departments with Separate Language Requirements
Doctoral and Combined Program	Korean Language & Literature, English Language & Literature, French Language & Literature, German Language & Literature, Philosophy, Christian Studies,, History of Art, Political Science & International Relations, Music, Law ※ Applicable for History major students admitted after the spring semester, 2017

(2) Languages required are designated by each department, e.g. Chinese, French, German, Chinese writing, Japanese, etc.

(3) Period : April and October

2. Comprehensive Exam

A. Qualifications for sitting the exam: The credits required by your degree program must be completed during time of registration, which is a minimum of 3 semesters for the Master's program (2 semesters for the undergraduate and graduate program), 3 semesters for the Doctoral program, and 6 semesters for the Combined program.

Refer to more information in “II. Completing courses>1. Total credits needed for graduation” in the previous page.

B. Period: June and December

C. Exam subjects: determined by the department

(1) Master's program: minimum of 2 subjects.

(2) Doctoral and Combined Program: minimum 3 subjects.

D. Important Notes: Students who have passed the comprehensive exam but failed to earn the necessary credits for completion will be disqualified.

※ Combined Program Qualification Exam

(1) Prerequisites: Registration for a minimum of 3 semesters and completion of all 24 credits and extra credits (if applicable), or within the 4th semester since admission with the stated prerequisite (must pass within 4 semesters).

(2) Period of exams: June and December

(3) Students who have failed the exam may still follow certain procedures to have their thesis approved to obtain a Master's degree.

IV. Abbreviations for Buildings and Classrooms

Abbreviations	Building or Classroom	Abbreviations	Building or Classroom
SINSEGAE	Ewha-Shinsegae Building (Business)	MED-A	Medical Science Building A
ENG-A	Asan Engineering Building	ART-A	Arts & Design Building A
ENG-B	New Engineering Building	ART-B	Arts & Design Building B
-	Auditorium	ART-C	Arts & Design Building C
EDU-A	Education Building A	SK	Ewha-SK Telecom Center
EDU-B	Education Building B	SCI-A	Science Building A
S-EDU	Ewha-Samsung Education Culture Building	SCI-B	Science Building B
CHAP	Ewha Womans University Church	SCI-C	Science Building C
I-EDU	International Education Building	SCI-D	Hyundai Motors Science Building
LAW	Law Building	PHY-A	Physical Education Building A (Thomas Hall)
MAIN	Pfeiffer Hall (Main Hall)	PHY-B	Physical Education Building B (Gibson Hall)
ECOL	Human Ecology Building (Morris Hall)	PHY-C	Physical Education Building C
PHM-A	Pharmaceutical Science Building A(Appenzeller Hall)	ECC	Ewha Campus Complex
MUSIC	Music Building	POSCO	Ewha-POSCO Building (Social Sciences)
-	Audiovisual Room	HAK	Hak-gwan
HUM	Humanities Building	HELEN	Helen Hall (Nursing Science)