



삼육대학교  
SAHMYOOK UNIVERSITY

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SAHMYOOK UNIVERSITY

사람을 변화시키는 교육  
세상을 변화시키는 대학

# 2023 Fall Semester Course Registration Guide

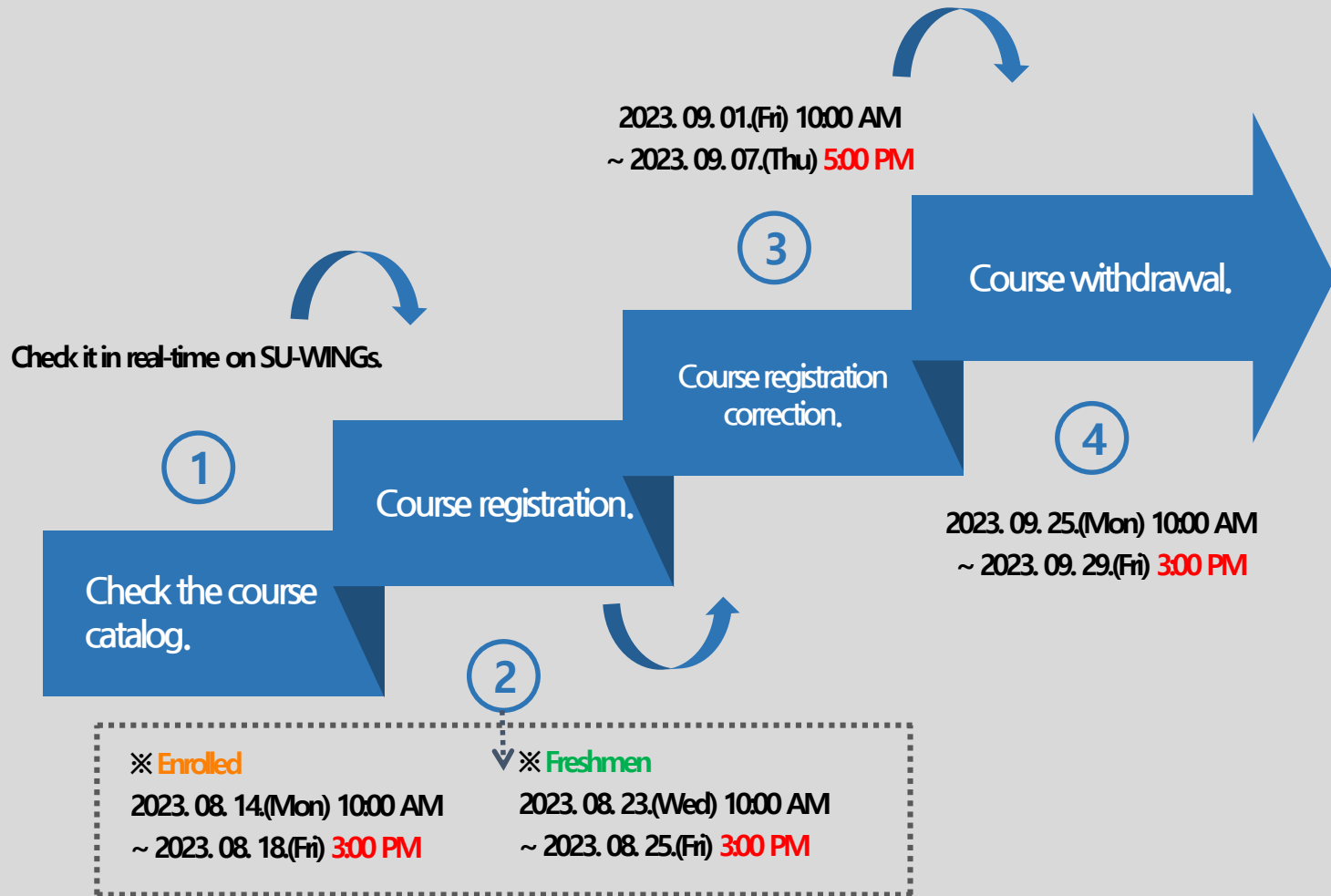
Graduate School Academic Affairs Team | 2023. 07. 24

## **SYU WARNING**

Regarding the "Act on the Prevention of Improper Solicitation and Graft" (commonly known as the Kim Young-ran Act), which came into effect on September 28, 2016 (Wednesday), please note that any personal requests or actions outside the designated periods, such as course registration, changes, cancellations, tuition payment, and refunds, will not be possible. Therefore, it is important to participate within the specified period.

Please be advised that errors may occur when attempting to register for courses using a smartphone. Therefore, please make sure to use a PC for registration. The Academic Information Systems Team and Graduate School Academic Affairs Team cannot address issues specifically related to errors encountered during course registration attempts on smartphones.

# 0. Before we begin...



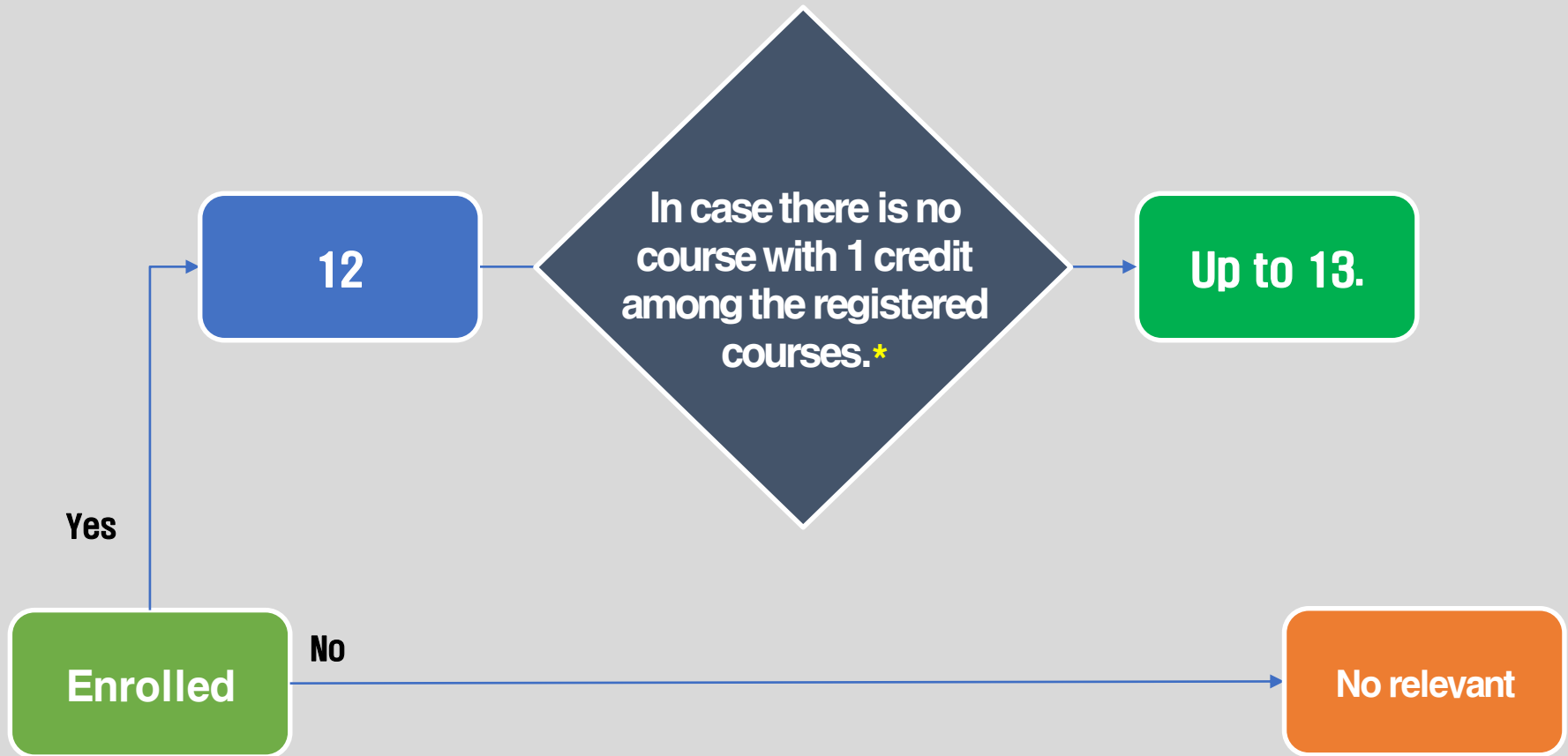
## 0. Before we begin... – Attendance during the first week of classes?

- If you don't attend the classes that you changed during the "Course Registration Correction" period, they will be marked as absences during the first week of classes.
  1. The first week of classes is considered the official academic schedule, and it is not an orientation week
  2. Students who are not registered for the course will be marked as absent when checking attendance
  3. Even if you have made changes to your course registration during the "Course Registration Correction" period, if you do not attend the classes you have registered for, it will be considered as an absence and will be treated accordingly.

∴ Detailed instructions regarding the class on April 28, 2018, Education Committee [Education].

Classification	Amendment	Note
Attendance criteria for the first week of classes	The attendance criteria for the first week of classes is based on the initial course registration. Absences will be marked for subjects in which students did not attend regardless of their course registration.	Article 5, Section 2. The Rules and Regulations states

# 0. Before we begin... – The maximum credit



\* ex) Major 3credits X 3courses + Major 2credits X 2courses register = 13credits available  
Major 3credits X 4courses + other 1credits register = 13credits impossible

# SU-WINGs ?

Sahmyook **U**niversity **W**orldwide **I**ntegrated **N**ext **G**eneration **S**ystems



<https://suwings.syu.ac.kr>

Academic records, Personal information, Class schedule, Course catalog, Course Syllabus, Application for Leave of Absence & Return from Leave, Etc.

# 1. Course Catalog (수강편람) ?



A Compilation of Courses Offered by Each Department  
for the Current Semester

- You can check it in real-time on SU-WINGS. Visit <https://suwings.syu.ac.kr>

# 1. Course Catalog (수강편람) !

Other Notices

- ① Please note that the course information such as professor names, classrooms, and syllabi(강의계획서) may not be correct in the course catalog (수강편람) displayed on SU-WINGS prior to the course registration(수강신청). This is subject to the circumstances of each graduate school, department, and professor. We recommend checking the course catalog again during the course registration period or afterwards for updated information.
- ② Please be aware that classrooms and class schedules may be subject to changes based on the circumstances of each graduate school or department. Therefore, we strongly recommend checking for any updates or changes in your course registration by reviewing the information provided at least one week before the start of classes.



## 2. Course Registration (수강신청)



August 14, 2023 (Mon) 10:00 AM ~ August 18, 2023 (Fri) 3:00 PM (Must on time).



Visit <http://sugang.suwings.syu.ac.kr>. Click on the course registration banner located on the homepage notice or at the bottom-right corner of SU-WINGs.



- ① Freshmen & transfer students have a different course registration period from enrolled students. Please take note of this.
- ② You can check the course catalog (수강편람) (timetable) and syllabus (강의계획서) in real-time at <https://suwings.syu.ac.kr>.
- ③ Please note that there may be changes in assigned professors and classrooms for certain courses, so make sure to check before the start of the semester.
- ④ For major-related inquiries regarding graduation, please contact the respective department office (or your advisor).
- ⑤ English-taught courses and bilingual program courses are intended for international students. Please keep this in mind.

## 2. Course Registration Etc.

### \* Contacts \*

Name	Dept	Phone Num.
Graduate School	Nursing	02-3399-1596
	Business Admin.	02-3399-1566
	Global Korean Studies	02-3399-1663
	Physical Therapy	02-3399-1628
	Public Health	02-3399-1673
	Social Welfare	02-3399-1671
	Counseling Psychology	02-3399-1679
	Sports Science	02-3399-1691
	Food & Life Sciences	02-3399-1654
	Theology	02-3399-1513
Pharmacy	02-3399-1616	

Name	Dept	Phone Num.
Graduate School	Early Childhood Education	02-3399-1576
	Convergence Science	02-3399-1710
	Music	02-3399-1812
	Artificial Intelligence Convergence	02-3399-1804
	Addiction Sci.	02-3399-1878
	Integrated Arts	02-3399-3011
	Environmental Horticulture	02-3399-1742
GS of Business	Business Admin.	02-3399-1566
GS of Theology	Theology	02-3399-1513
GS of Clinical Nursing	Clinical Nursing	02-3399-1596
GS (Contract Law)	Educational Counseling & Welfare	02-3399-3300

### 3. Course Registration Correction (수강신청 확인 및 정정)



During the first week after the semester starts, there is a period to make modifications to the courses you have already registered for during the regular course registration period.



The first week is **the final opportunity** to make changes to your course registration. Please make sure to take note of this.



10:00 AM on September 1, 2023 (Fri) ~ 5:00 PM on September 7, 2023 (Thu)  
**(Must on time).**



Visit <http://sugang.suwings.syu.ac.kr>. Click on the course registration banner located on the homepage notice or at the bottom-right corner of SU-WINGs.

### 3. Course Registration Correction Etc. (수강신청 확인 및 정정)



- ① You can check the course catalog (수강편람) (timetable) and course syllabi (강의 계획서) in real-time on <https://suwings.syu.ac.kr>.
- ② Please note that there may be changes in assigned professors and classrooms for certain courses, so be sure to check before the start of the semester.
- ③ For inquiries related to graduation requirements, please contact the respective department office or your advisor.
- ④ English lectures and dual language program courses are designed for international students. Please take note of this information.

## 4. Course withdrawal (수강중도포기)



Course Withdrawal System allows you to cancel enrollment for the courses you wish to drop among the courses you are currently taking in the current semester.



It is not a process to remove or replace the earned credits, but rather to "withdraw from the course".



September 25th, 2023 (Mon) 10:00 AM ~ September 29th, 2023 (Fri) 3:00 PM (Must on time).



Access <http://suwings.syu.ac.kr> and proceed with the online application (Not available for offline application).

## 4. Course withdrawal Etc. (수강중도포기)



- ① Eligibility: Currently enrolled students.
- ② Only cancellation of courses for the current semester is allowed. **New registrations or course changes are not possible.**
- ③ September 25th (Mon) to September 29th (Fri) until 3:00 PM **(Must on time)**.
- ④ Log in to SU-WINGs (<https://suwings.syu.ac.kr>) and submit **the application online**. **(Not available for offline application)**.
- ⑤ Procedure:
  - 1) Log in to SU-WINGs (<https://suwings.syu.ac.kr>).
  - 2) Go to Course Information(수강정보) → Course Withdrawal Application. (수강중도포기 신청)
  - 3) Course Withdrawal Application(중도포기신청) - Check the checkbox next to the course(s) you want to withdraw from and click on the withdrawal application. **(No need to print or submit the application form)**.
  - 4) Course Withdrawal Cancellation(중도포기취소) - If you wish to re-enroll in a previously withdrawn course, click on Course Withdrawal Cancellation.



Thank you.

