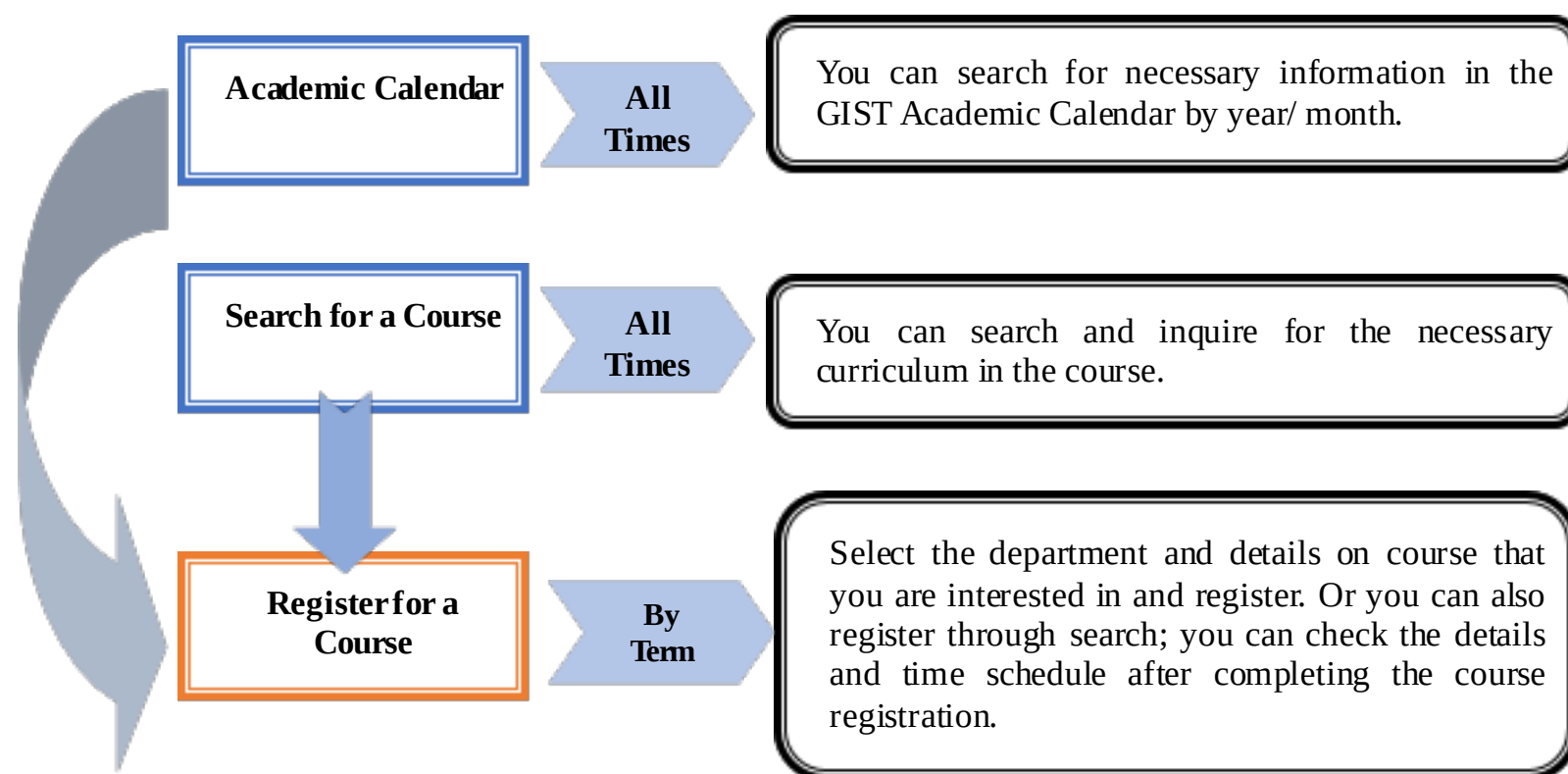




Gwangju Institute of Science and Technology Course Registration System

User's Manual

1. Overview of Course Registration System



[Basic Service Composition of Course Registration]

Students can systematically plan their semester in advance through academic calendar and course search. They can also receive information on their department about necessary course registration guides and precautions in advance, and view timetable and view information easily during course registration. It also has printing function enabled.

- Academic calendar is an academic history information service that allows students to view necessary information for academic work based on the current year/month, and they can also check the same schedule content on the portal system.
- Course search is an externally provided service, thus external students without log-in can search for courses opened in the current year/semester in GIST and check the courses they are interested in.
- Course registration can be accessed using GIST student's personal information (ID, password). During the course registration period, students can search for subjects by departments and register for them. After course registration is completed, the students can print and view the timetable and the course registration details.

2. Access to the Course Registration System and Precautions

◆ URL: https://zeus.gist.ac.kr/sys/lecture/lecture_main.do

- Students can access the GIST course registration page for a convenient course registration.

◆ Precautions

1) No multiple logins allowed

- Students cannot login using multiple browser in one computer or login using one information from multiple computers.

2) Browser and Optimal Resolution

- Can be used in a diverse kind of browsers, such as Internet Explorer (Higher than V.11), Chrome, Safari, etc.

- Course Registration screen is developed based on (1600*900) resolution or higher, so it will be optimized when using Internet Explorer of V.11 or higher.

3) Use of Pop-ups

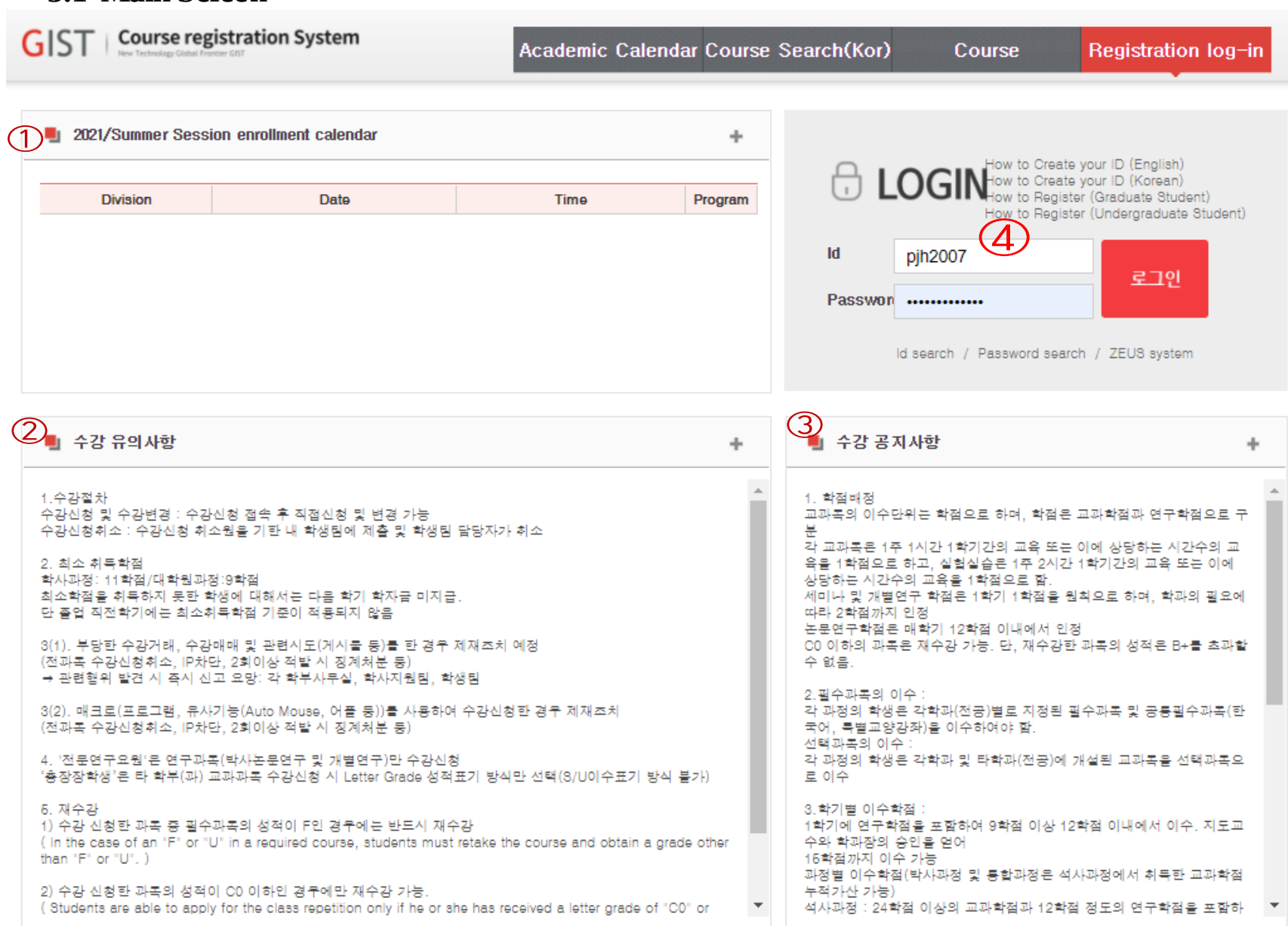
- If the student had set a pop-up blocker in their browser, they need to add <https://zeus.gist.ac.kr> as a website that allows pop-ups to be able to use some functions.(Tools → Internet Options → Privacy → Pop-up Blocker Settings → Add to allowed sites)

※ The setting method for each browser may be different.

※ **In Chrome, do not check “Block this page from generating additional dialogs” message.**

3. Course Registration Screen Composition and Functions Description

3.1 Main Screen



1 2021/Summer Session enrollment calendar

Division	Date	Time	Program

2 수강 유의사항

1. 수강절차
수강신청 및 수강변경 : 수강신청 접속 후 직접신청 및 변경 가능
수강신청취소 : 수강신청 취소권을 기한 내 학생팀에 제출 및 학생팀 담당자가 취소

2. 최소 취득학점
학사과정 : 11학점/대학원과정 : 9학점
최소학점을 취득하지 못한 학생에 대해서는 다음 학기 학자금 미지급.
단 졸업 직전학기에는 최소취득학점 기준이 적용되지 않음

3(1). 부당한 수강거래, 수강매매 및 관련시도(계시물 등)를 한 경우 제재처리 예정
(전과목 수강신청취소, IP차단, 2회이상 적발 시 징계처분 등)
→ 관련절차 발원 시 즉시 신고 요망: 각 학부사무실, 학사지원팀, 학생팀

3(2). 매크로(프로그램, 유사기능(Auto Mouse, 어플 등))를 사용하여 수강신청한 경우 제재처리
(전과목 수강신청취소, IP차단, 2회이상 적발 시 징계처분 등)

4. '전문연구요원'은 연구과목(박사논문연구 및 개별연구)만 수강신청
'충장장학생'은 타 학부(과) 교과과목 수강신청 시 Letter Grade 성적표기 방식만 선택(S/U이수표기 방식 불가)

5. 재수강
1) 수강 신청한 과목 중 필수과목의 성적이 F인 경우에는 반드시 재수강
(In the case of an 'F' or 'U' in a required course, students must retake the course and obtain a grade other than 'F' or 'U'.)

2) 수강 신청한 과목의 성적이 C0 이하인 경우에만 재수강 가능.
(Students are able to apply for the class repetition only if he or she has received a letter grade of "C0" or

3 수강 공지사항

1. 학점배정
교과목의 이수단위는 학점으로 하며, 학점은 교과학점과 연구학점으로 구분
각 교과목은 1주 1시간 1학기간의 교육 또는 이에 상당하는 시간수의 교육을 1학점으로 하고, 실험실습은 1주 2시간 1학기간의 교육 또는 이에 상당하는 시간수의 교육을 1학점으로 함.
세미나 및 개별연구 학점은 1학기 1학점을 원칙으로 하며, 학과의 필요에 따라 2학점까지 인정
논문연구학점은 매학기 12학점 이내에서 인정
C0 이하의 과목은 재수강 가능. 단, 재수강한 과목의 성적은 B+를 초과할 수 없음.

2. 필수과목의 이수 :
각 과정의 학생은 각학과(전공)별로 지정된 필수과목 및 공통필수과목(한국어, 특별교양강좌)을 이수하여야 함.
선택과목의 이수 :
각 과정의 학생은 각학과 및 타학과(전공)에 개설된 교과목을 선택과목으로 이수

3. 학기별 이수학점 :
1학기에 연구학점을 포함하여 9학점 이상 12학점 이내에서 이수. 지도교수와 학과장의 승인을 얻어
16학점까지 이수 가능
과정별 이수학점(박사과정 및 통합과정은 석사과정에서 취득한 교과학점 누적가산 가능)
석사과정 : 24학점 이상의 교과학점과 12학점 정도의 연구학점을 포함하

4 LOGIN


How to Create your ID (English)
How to Create your ID (Korean)
How to Register (Graduate Student)
How to Register (Undergraduate Student)

Id pjh2007

Password

로그인

Id search / Password search / ZEUS system

- ① Information on Course Registration Schedule.
 - ② Information on Course Registration Procedure and Precautions.
 - ③ Information on Necessary Notice for Course Registration.
 - ④ Log in to the Course Registration System using ID and password and then click on the  button.
- Id search/Password search
 - Use this function to find ID or password.
 - ZEUS system
 - Go to the ZEUS system login screen.



3.2 Course Registration Information Page

①

List of course registration [총 10 건] **Registration** Number Of Courses Number Of Credits

NO	Syllabus	Title	Type	Timetable	Instructor	Grade	Credit
1	G81502-02	Writing and Speaking	M	MON 10:30-12:00 WED 10:30-12:00	Soo-jong Lee	Letter	2
2	G82543-01	Understanding of the Modern Art	E	FRI 09:00-12:00	Byun gy suk	Letter	3
3	G81112-00	General Physics Experiment II		FRI 14:30-16:30	Kim, Keun-Young	Letter	1
4	G81232-02	General chemistry Experiment II		MON 17:00-19:00	Kim, Tae-Young	Letter	1
5	G82783-01	Technical Writing		MON 15:30-17:00 WED 15:30-17:00	Sangsoo Park	Letter	3
6	G82001-02			MON 20:30-22:30	Ahn Hyesun	S/U	0
7	G82002-02			MON 14:00-15:30 WED 14:00-15:30	Kang, Hyunseok	Letter	3
8	G80108-02	Hiphop Dance	M	TUE 20:30-22:30	Yu Hyun Jung	S/U	0

Move to course registration processing screen

View Syllabus

②

Graduate Self diagnose **Coming Soon**

입학년도	구분	학수구분별 최소학수기준								학점별 최소학수기준								필독서 권수	논문 심사
		기초		교양		전공		자유 선택	연구학점	총학점	합계학점	기초과목	기초교양	기초전공	산업경 세미나	전공 세미나	역기능 실기		
필수	선택	필수	선택	필수	선택	필수	선택	논문연구	총학점	합계학점	기초과목	기초교양	기초전공	산업경 세미나	전공 세미나	역기능 실기	체육실기		
Enter year	Classi- fication	Course credits	Research credits	Total credits	Grade point average	Thesis proposal registration	Eng Course	Kor Course	Special Course	DQE result	Thesis result	Foreign language	Assistant select	Numbers of Thesis					

Graduate Self diagnose **Coming Soon**

③

University classification: GIST College Open educational: Division of Liberal Arts and Sciences Course No./Title: Search

Notification [총 0 건]

NO	Crs.Code	Title	Course registration information
----	----------	-------	---------------------------------

① Print the course registered.

- 1) Courses: Total number of subjects on the course registered.
- 2) Credits: Total number of credits for the course registered.
- 3) If the student clicked the course number, the Syllabus content of the selected course is displayed as a pop-up.
- 4) **Registration** : Move to the course registration processing (for students) screen.

② This function is currently under construction and will be announced later.

③ Print the information content on the course registered.

- By default, it will print the course that the student is affiliated with.

3.3 Course Registration Processing (for students)

수업>수강신청처리(학생)[UlsTlsnStudtAplyE]

①

②

④

View Syllabus

③

Information on course [총 138 건] Refresh Total Credits 21 Total GPA 3.7 Transcript

NO	Syllabus	Title	Type	Timetable	Instructor	Grade	Size	Seats	Credit	Add
1	CH5101-01	Advanced Synthetic Organic Chemistry	E	MON 15:30~17:00 WED 15:30~17:00	Chung, Won-jin	Letter			3	Add
2	CH5201-01	Advanced Quantum Chemistry I	E	MON 09:00~10:30 WED 09:00~10:30	Pang, Yoonsoo	Letter			3	Add
3	CH5203-01	Chemical Kinetics and Dynamics	E	MON 14:00~15:30 WED 14:00~15:30	Lee, Hohjai	Letter			3	Add
4	CH5401-01	Advanced Analytical Chemistry	E	MON 10:30~12:00 WED 10:30~12:00	Kim, Min-Gon	Letter	21	2	3	Add
5	CH7002-01	Nobel Lectures in Science II	E	TUE 09:00~12:00	Kim, Hie-Joon	Letter			3	Add
6	CH8401-01	Biological Mass Spectrometry	E	TUE 20:00~23:00	Kim, Tae-Young	Letter			3	Add
7	CH9401-01	Thesis Research / M.S.	R			S/U			0	Add
8	CH9500-01	Individual Research	R			S/U			0	Add
9	CH9600-01	Thesis Research / Ph.D.	R			S/U			1	Add
10	CH9701-01	Thesis Research / Ph.D.	R			S/U			0	Add
11	PH6001-01	U	E	MON 15:30~17:00 WED 15:30~17:00	Kim, Kyung Taec	Letter			3	Add
12	PH6003-01	P	E	MON 17:00~18:30 THU 10:30~12:00	Suk, Hyyong	Letter			3	Add
13	PH6006-01	Advanced Solid State Physics	E	MON 10:30~12:00 WED 10:30~12:00	Noh, Do Young	Letter			3	Add

List of course registration [총 7 건] Courses 7 Credits 12 Save Print

NO	Syllabus	Title	Type	Timetable	Instructor	Grade	Credit	Drop
1	CC0008-01	English II : Research Writing in Science and Engineer	M	MON 09:00~10:30 WED 09:00~10:30	Andrew Black	Letter	0	Drop
2	IC7204-01	Detection and Estimation	E	MON 17:00~18:30 WED 17:00~18:30	Shin, Jong Won	Letter	3	Drop
3	MD9401-01	Research for Master Thesis	R			S/U	2	Drop
4	MD5051-01	Systems physiology I	M	TUE 09:00~10:30 THU 09:00~10:30	Lee, Boreom	Letter	3	Drop
5	CC0602-01	Introduction to Patents	E	TUE 14:00~17:00	Park, Kyi Hwan	Letter	3	Drop
6	MD9601-01	DMSE Seminar	R	THU 17:00~18:30 FRI 15:30~17:00	Kwon, Hyuk San g	S/U	1	Drop
7	CC0006-02	Enlish I: Introduction to Academic Communication	M	MON 10:30~12:00	James Robertson	Letter	0	Drop


Timetable Print


Time	MON	TUE	WED	THU	FRI
09:00	CC0008	MD5051	CC0008	MD5051	
09:30					
10:00					
10:30	CC0006		CC0006		
11:00					
11:30					
13:00					
13:30					
14:00		CC0602			
14:30					
15:00					
15:30					MD9601
16:00					
16:30					
17:00	IC7204		IC7204	MD9601	
17:30					
18:00					
18:30					
19:00					
19:30					
20:00					
20:30					
21:00					
21:30					
22:00					

- ① If the student clicked the department name, they can view the courses from that relevant department.
- ② The student can view the subjects of the open courses and register for them.
 - 1) Course No/Title: Enter the course number or name on the “Information on Course” and click **Search**.
 - 2) **Refresh** : Review the content on “Information on Course.”
 - 3) Total Credits: Total credits completed.
 - 4) Total GPA: Total grade point average.
 - 5) **Transcript** : Print the content of completed transcripts.
- ③ The student can view the courses they have registered for and cancel subjects.
 - 1) **Grade** : Modify the grade evaluation method of other departments' subjects.
 - 2) **Credit** : Enter the credits for the grad research dissertation course.
 - 3) **Save** : The modified grade evaluation method or entered credits are reflected here.
 - 4) Courses: Total number of subjects on the course registered.
 - 5) Credits: Total number of credits for the course registered.
 - 6) **Print** : Print the course registration form.


④ The timetable for the courses they have registered for is displayed by color:

1)  **Print** : **Print Timetable.**

⑤  **Add** : Course registration is done by moving the desired subjects from “Information on Course” to “List of Course Registration.”

⑥  **Drop** : **Courses registered in the “List of Course Registration” will be cancelled, and so does the Timetable.**

3.4 Academic Calendar



Course registration System
New Technology Global Frontier GIST

Academic Calendar

Course Search(Kor)

Course Search(Eng)

Registration log-in

Year*
Month

6월 ▼


Search

▶ Academic Calendar[총 12 건]

NO	Date	Schedule(Kor)	Schedule(Eng)
1	2021-06-04	가을학기 교과과정(안) 제출마감	Last day to submit curriculum plan for Fall Semester
2	2021-06-06	현충일	Memorial Day (national holiday)
3	2021-06-10	GIST대학 전공 선언 및 취소 마감	(Undergrad students) Last day to submit declaration of concentration
4	2021-06-14 ~ 2021-06-18	봄학기 기말고사 및 종강	Final exams and Spring Semester ends
5	2021-06-15	박사학위논문(제출용) 제출마감(2021년 8월 졸업예정자)	(Ph.D.) Last day to submit final Ph.D. dissertation for Summer graduation
6	2021-06-21 ~ 2021-08-13	GIST대학 재학생 해외대학 여름학기 수강	(Undergrad sophomores) International Summer Program period
7	2021-06-24 ~ 2021-06-25	여름학기 수강신청	Course registration period for Summer Session
8	2021-06-28	여름학기 개강	Summer Session begins
9	2021-06-28 ~ 2021-07-02	여름학기 수강신청 변경	Course add/drop period for Summer Session
10	2021-06-30	학사학위논문(제출용) 제출마감(2021년 8월 졸업예정자)	(B.S.) Last day to submit final B.S. thesis for Summer graduation
11	2021-06-30	학사학위 및 석사학위논문 결과보고서 제출마감(2021년 8월 졸업예정자)	(M.S./B.S.) Last day to submit M.S./B.S. thesis evaluation for Summer graduation
12	2021-06-30	봄학기 성적 제출마감	(Faculty) Grades due for Spring Semester

- **Print the contents of the academic calendar by month or year.**
- **If a student wanted to view other schedule, select the year or month and then click the Search button.**

3.5 Course Search



Course registration System
New Technology Global Frontier GIST

Academic Calendar

Course Search(Kor)

Course Search(Eng)

Registration log-in

Graduate/undergraduate* Graduate School
 Type1 - All -

Opened by - All -
 All - Select -

Year/Semester* 2021 Summer Sessi
 Course No/Title

Lecture Language - All -

Q Search

▶

Information on course

Graduate School
 GIST College

NO	Opened by	Crs.Code	Title	Type1	Type3	Type2	Instructor	Level	Credit	Timetable	Class Room	Size	Sylla bus

- It shows the content of the open courses.
- If the student wanted to view desired subject, select the subject name or enter the name of the subject and click the Q Search button.