



EXCHANGE & VISITING STUDENT COURSE GUIDELINES

**YONSEI UNIVERSITY
OFFICE OF INTERNATIONAL AFFAIRS**

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IMPORTANT CHECK-LIST

[Course load] – For details Section 1

- ✓ Undergraduate Students: 9 to 18 credits
- ✓ Graduate Students: 9 to 15 credits

[Course information] – For details Section 2

- ✓ Courses are held Mon-Fri, during periods of 1-9 (each period is 50 minutes)
- ✓ Courses have reference codes, which indicate course information such as language of instruction, grading system (P/NP), and cancellation

[Course catalogue] – For details Section 2

- ✓ Go to Yonsei Portal Service and click “Course Catalogue and Syllabus: Undergraduate & Graduate” to find course information
- ✓ Check availability of courses to Exchange/Visiting students
- ✓ Check out Study Abroad Course (Course code: IEE)
- ✓ Check out Korean Language Institute Course (Course code: KLI)
- ✓ Check out Graduate Level Course (provided only to graduate students)

[Selecting Yonsei major and year of study] – For details Section 3

- ✓ Choose Yonsei major and year of study for course registration
- ✓ Yonsei major should be relevant to student’s home university major
- ✓ Most Business courses (Course code: BIZ) are strictly restricted for Business major students
- ✓ Colleges and Departments may have different and various regulations for each course

[SECTION 1: General Course Information]

1.1 Course load

Undergraduate students must register for a minimum of 9 credits and a maximum of 18 credits per semester. For graduate students the minimum is 9 credits and the maximum is 15 credits. Korean Language Institute (KLI) courses are 6 credits. Therefore, students who take a KLI course will need to take at least one other course worth 3 credits to meet the minimum. Students who carry fewer credits than the minimum will be dropped from the program and may lose their visa status. 1 credit hour of course load equals to minimum 15 hours of class per semester. However, courses such as lab, practice, athletic and other courses designated by Yonsei University are credited 1 credit hour per 30 hours of class a semester.

1.2 Undergraduate courses

Approximately 3,000 undergraduate courses are offered each semester at Yonsei. However, many courses are taught in Korean, and some courses are not available to exchange/visiting students. (See section 2.5 on course reference codes).

1.2.1 Office of International Affairs courses (Course code: IEE)

Approximately 40 courses are conducted entirely in English and are made available to exchange/visiting students by the Office of International Affairs and are labeled as "Study Abroad Courses" in course catalogue. Course codes for these courses begin with IEE. (See section 2.7 on How to search for a course).

1.2.2 Korean Language Institute courses (Course code: KLI1001~1006, IEE1011~1013)

Intensive Korean language courses are offered by the Korean Language Institute. A placement test to determine Korean language proficiency is required. Taking Korean language course is not a requirement for Yonsei, however, some students' home institutions may have such a requirement.

- KLI1001~1006

Credits: 6 / Levels: 1 to 6 / Schedule: 4 to 6 pm, Mon-Fri, 16 weeks

- IEE1011~1013

Credits: 3 / Levels: 1 to 3 / Schedule: Tue 2 to 4pm, Thu 2 to 3pm, 16 weeks

1.2.3 Business courses (Course code: BIZ)

Courses offered by the Department of Business Administration are available only to exchange/visiting students who are majoring in a business-related field at their home institution, and who have declared the Business Administration major during Yonsei application. Students who qualify may take a maximum of 4 BIZ courses (12 credits). However, students can take business-related courses offered by the Department of Economics (Course code: ECO) as well as Study Abroad Courses (Course code: IEE) in addition to the maximum 4 BIZ courses.

Non-business major students are allowed to register for business-related courses offered by departments other than the Department of Business Administration (Department of Economics-ECO, Study Abroad Courses-IEE, etc.).

1.2.4 Underwood International College courses

Courses offered by The Underwood International College have different rules for each major. Thus, please check the course catalogue for individual course availability for exchange students.

Courses in the following majors are not allowed: ASD-Asian Studies, TAD-Information and Interaction Design, TAD-Creative Technology Management, TAD-Culture and Design Management, ISSD-Justice and Civil Leadership, ISSD-Quantitative Risk Management, ISSD-Science, Technology and Policy, ISSD-Sustainable Development and Cooperation, ISED-Nano Science and Engineering, ISED-Energy & Environmental Science and Engineering, ISED-Bio-Convergence.

*** Courses offered at the International Campus in Songdo are not available for exchange/visiting students.**

1.3 Graduate courses

The graduate course list will be provided to eligible students individually via email, will be posted on the Notice board of the OIA website, and will be posted in the Course catalogue through the Yonsei Portal Service. From the Portal homepage, click "Course Catalogue" followed by "Undergraduate Program," "Study Abroad Program," and finally, "Graduate." This will take you to the graduate course list.

*** Please note that senior (4th year) undergraduate students may only take 1 graduate level course by submitting a course registration approval form signed by the professor to the Office of International Affairs via email.**

1.4 Course catalogue release

The course catalogue for the spring semester is available in mid-January while the course catalogue for the fall semester is available in mid-July. We will update you via email when the course catalogue is available. Meanwhile, students may refer to courses that opened in past semesters to tentatively prepare for their course list. For example, if you plan to study abroad for Fall 2022, select "2nd semester" and "2021" for Fall 2021 classes.

*** Keep in mind classes may change in availability before registration.**

[SECTION 2: Course Information]

2.1 Course codes

The first three letters of a course code indicate which department the course is offered in. For example, a course code starting with ECO means the course is offered by The Department of Economics.

2.2 Course numbers

Undergraduate course numbers range from 1000 (lower division) to 4000 (upper division). For example, ECO1234 is a lower division course and ECO4567 is an upper division course. 5000-level courses and above are graduate courses.

Course code							Section		Lab	
E	C	O	1	2	3	4	0	1	0	1

2.3 Course cancellation

Courses taught in English must retain a minimum of five students to remain open, while ten students are the minimum for courses taught in Korean. Course cancellation decisions due to low enrollment will be announced in the first week of each semester. If a course is cancelled, please find an alternative course and change your enrollment before the Course Add & Drop deadline.

2.4 Course timetable

Courses are taught Monday through Friday (and on occasion, Saturday), during periods 1 to 9 (e.g. Mon 1, 2, Wed 2). The numbers indicate the time periods. The class time associated with each period are listed below:

Days	Time Period	Class Time
M, T, W, Th, F, S	1	09:00-09:50
	2	10:00-10:50
	3	11:00-11:50
	4	12:00-12:50
	5	13:00-13:50
	6	14:00-14:50
	7	15:00-15:50
	8	16:00-16:50

Days	Time Period	Class Time
	9	17:00-17:50

2.5 Reference codes

The course catalogue provides reference codes. **Only courses with the reference code ‘②’ are taught in English.** All other courses are taught in Korean, except the courses with the reference code “Ⓐ”, which are taught in other languages. Some courses may include multiple reference codes that indicate other conditions. Please click on a reference code to find out what it means. Examples of reference codes are shown below:

Please check the reference codes very carefully.

Code	Meaning
Ⓐ	Course is taught in a language other than Korean or English (e.g. Chinese, Japanese, Spanish, French, etc.).
(a)	Graded on Relative Scale
(b)	Graded on Absolute Scale
(C)	Course is graded on a Pass/Non-Pass basis.
Ⓒ	Course is offered at Songdo International Campus. (It means this course is NOT available for exchange/visiting students.)
①	Course has supplementary video lectures, available through the LearnUs website
②	Course is taught in English.
Cancelled	The course cancelled, so it is no longer available.

2.6 Classroom locations

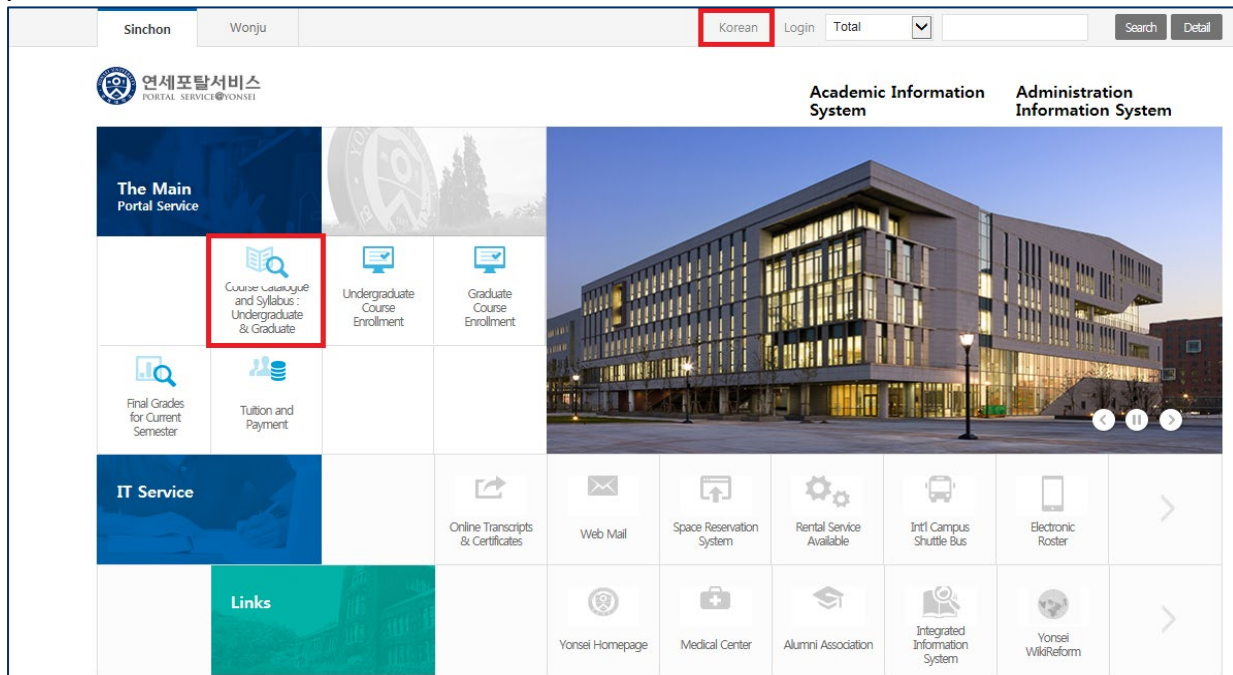
Yonsei University uses the following abbreviations for classroom building information. The online campus map can be also found through the Yonsei University official website.

Abbr.	Building Name (English / Korean)		Associated College
APZH	Appenzeller Hall	아펜젤러관	Graduate School of Social Welfare
BillHall	Billingsley Hall	빌링슬리관	Graduate School of Journalism and Mass Communication

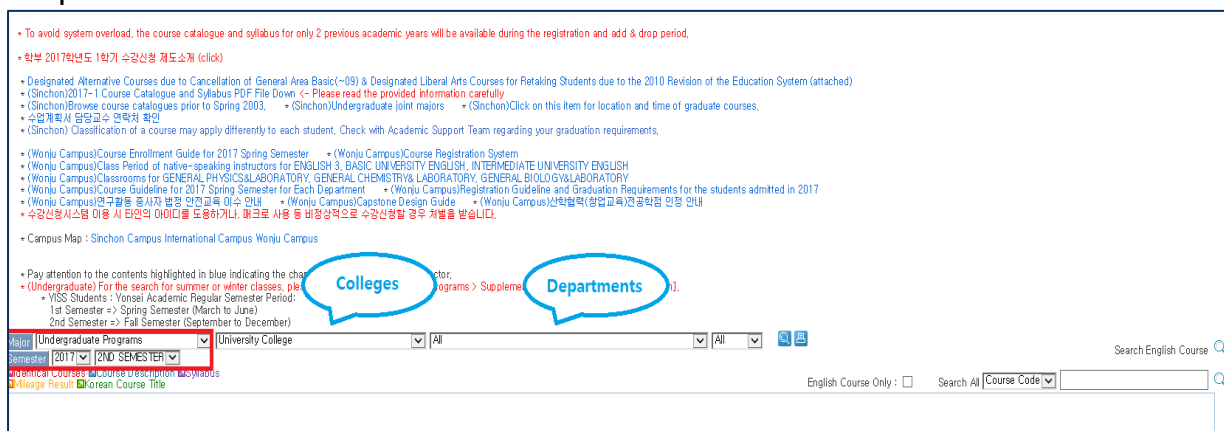
Abbr.	Building Name (English / Korean)		Associated College
BizH	School of Business	경영관	School of Business
BYH	Baekyang Hall	백양관	University College BYH'S' means a classroom is in the South Tower of BYH
Edu	Education Sciences Hall	교육과학관	Graduate School of Education
Den	College of Dentistry	치과대학	College of Dentistry
DWHA	Daewoo Hall Annex	상경대학(별관)	College of Business and Economics Underwood International College
DWHM	Daewoo Hall Main Bldg	상경대학(본관)	
EngHA	Engineering Hall 1	제 1 공학관	College of Engineering Engineering Hall Auditorium located here
EngHB	Engineering Hall 2	제 2 공학관	
EngHC	Engineering Hall 3	제 3 공학관	
EngHD	Engineering Hall 4	제 4 공학관	
ERC	Engineering Research Center	공학원	
GBH	Gwangbok Hall	광복관	College of Law
Gym	Gymnasium	체육관	Physical Education/Sports & Leisure Studies
Med	College of Medicine	의대	College of Medicine
MnAud	Main Auditorium	대강당	
MusO	College of Music (Old Bldg)	음악관(구관)	College of Music
MusN	College of Music (New Bldg)	음악관(신관)	
NMH	New Millennium Hall	새천년관	Global Leadership Division Graduate School of International Studies
Nur	College of Nursing	간호대학	College of Nursing
OSH	Oesol Hall	외술관	College of Liberal Arts
PEC	Physical Education Center	체육교육관	Physical Education/Sports & Leisure Studies Department - Swimming Pool located here
SciH	Science Hall	과학관	College of Science
SRC	Science Research Center	과학원	College of Science
SSH	Samsung Hall	삼성관	College of Human Ecology
TheoH	Theology Hall	신학관	College of Theology
WDH	Widang Hall	위당관	College of Liberal Arts
YHH	Yeonhui Hall	연희관	College of Social Sciences
무용실	Outdoor Amphitheatre	노천극장	Physical Education/Sports & Leisure Studies


2.7 How to search for a course

[Step 1] Go to Yonsei Portal Service and click the “Course Catalogue and Syllabus: Undergraduate & Graduate” button. To switch to the Korean version of the website, please click “Korean” button next to the search bar.




[Step 2] Select “Undergraduate Programs” followed by “semester” options from the drop-down lists.



[Step 3] Navigate the catalogue by choosing different colleges and departments and check the syllabus of a course by clicking  Syllabus. The syllabus will indicate the target student groups as well as prerequisites for courses.

* If no syllabus has been posted, check the previous semester’s course information through the course catalogue, or email the professor to get the syllabus. **Obtaining necessary course information is important for the credit transfer process at your home institution so be sure to look carefully at the syllabus before enrolling in a course.**

Please note that it may be helpful to check the  Mileage Result of a course in previous semesters. Mileage allows students to register for courses. The more miles a student

bids on a course, the more likely it is that he or she will be successful in registering for the course. Checking the Mileage Result from a previous semester can be informative in terms of how popular and/or impacted a course may be. For courses that do not fill up, a student will not need to bid more than one mile to register. The Mileage Result for a course provides information on student quotas by major, by year of study, exchange/visiting status, as well as the maximum and minimum mileage spent. The example below shows the Mileage Result for a course:

Quota	Participants	Major Quota	Quota by each grade				Exchange Student	Max Mileage	Min Mileage	Mileage	
			1	2	3	4				Max Mileage	Average
40	22	20 (Y)	0	5	15	20	0	36	1	36	9.41

- Quota: Total seats available

- Participants: Number of students who allocated mileage

- Major Quota: Given priority target to specific major students

Note: Seats that go beyond the Major Quota seats are up for competition between major and non-major students. Priority will be given based on miles bid.

- Quota by each grade: Seats available to specific year of study (freshman, sophomore, etc, indicated as grades 1 through 4).

- Exchange Student: Whether or not the course is available to exchange students.

The mark (“O” meaning available and “X” meaning not available) in the “Exchange” column is subject to change according to each department or college’s policy. This means that some courses initially designated as open for exchange/visiting students may become unavailable. Thus, make sure to have alternative course(s) approved by your home university in case your first choices are unavailable for enrollment.

Code	Meaning
X	Blocked for all incoming exchange/visiting students regardless of major of study
O	<u>Conditionally available</u> to incoming exchange/visiting students. Some courses may block non-major students’ enrollment, have quota priority for major students, and/or have a quota for students in certain years of study.

[Step 4] Using the search box feature in the course catalogue

Students can also search for courses by course code, course title, instructor’s name, or course time by using the search box feature in the course catalogue.

However, when you use the search box, please note that the search result shows course information from past semesters as well. For example, if you put “Cost Accounting” in the search box for course title and click the magnifier icon, the result shows not only current but also previous course offerings. Please check the “Semester” column and look at the top listing, which is for the current semester (course schedules can vary from semester to semester).

Semester	Major	Year	Classif.	Weight	Course Code-Sec.(-Lab)	Cre.	Course Title	Instructor	Time	Room	Ref.	Exchange
20172	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Moon Doocheol	Mon9,10,Wed10	BizH102	12-2	O
20161	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Moon Doocheol	Tue2,3,Thu1	BizH202	12-2	O
20152	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Moon Doocheol	Tue5,6,Thu4	BizH101	12-2	X
20151	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Moon Doocheol	Mon7,8,Wed8	DWHAB110	12-2	O
20151	Business Administration	3,4	Major Elective	4000	BIZ4114-01-00	3	COST ACCOUNTING EXERCISE	KIM YOON MO	Fri2,3,4	DWHAB110	8	X
20142	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Chang Myung	Tue7,8,9	DWHAB110	8	X
20141	Business Administration	3,4	Major Elective	4000	BIZ4114-01-00	3	COST ACCOUNTING EXERCISE	KIM YOON MO	Thu7,8,9	DWHAB120	8	X
20132	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Chang Myung	Tue2,3,Thu1	DWHAB112	8	X
20131	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Moon Doocheol	Mon1,2,Wed2	DWHAB103	2-8	O
20131	Business Administration	3,4	Major Elective	4000	BIZ4114-01-00	3	COST ACCOUNTING EXERCISE	KIM YOON MO	Fri1,2,3	DWHAB120	8	X
20122	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Chang Myung	Wed3,Fri3,4	DWHAB113	8	X
20121	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Moon Doocheol	Tue5,6,Thu4	DWHAB103	2-8	O
20121	Business Administration	3,4	Major Elective	4000	BIZ4114-01-00	3	COST ACCOUNTING EXERCISE	KIM YOON MO	Thu7,8,9	DWHAB120	8	X
20112	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Chang Myung	Wed3,Fri3,4	DWHAB115	8	X
20111	Business Administration	3,4	Major Elective	3000	BIZ3110-01-00	3	COST ACCOUNTING	Moon Doocheol	Mon5,6,Wed6	DWHAB103	Cancelled	X

- 20211 means Spring semester of year 2021, and 20202 means Fall of 2020.

2.7.1 How to search Office of International Affairs courses (Course code: IEE)

Select "Undergraduate Programs" followed by "Study Abroad Course" then "Undergraduate," "Year," and "Semester."

2.7.2 How to search graduate courses

Select "Undergraduate Programs" followed by "Study Abroad Course" then "Graduate," "Year," and "Semester."

2.7.3 How to search Korean Language Institute courses (Course code: KLI)

Select "Undergraduate Programs" followed by "Study Abroad Course" then "Korean language," "Year," and "Semester."

Year	Classif...	Weight	Course Code-Sec.(-Lab)	Cre...	Course Title	Instructor	Time	Room	Ref.	Exchange...
0	Univers... College Elective	1000	KLI1001-01-00	6	INTENSIVE KOREAN LANGUAGE (LEVEL 1)	CHUNG HEEJUNG	Mon1,2,3,4,...	KLI4F-1		X
0	Univers... College Elective	1000	KLI1001-02-00	6	INTENSIVE KOREAN LANGUAGE (LEVEL 1)	Hwang In kyo	Mon8,9,Tue8...	KLI4F-1		O
0	Univers... College Elective	1000	KLI1002-01-00	6	INTENSIVE KOREAN LANGUAGE (LEVEL 2)	Hwang In kyo	Mon8,9,Tue8...	KLI4F-2		O
0	Univers... College Elective	1000	KLI1003-01-00	6	INTENSIVE KOREAN LANGUAGE (LEVEL 3)	Hwang In kyo	Mon8,9,Tue8...	KLI4F-3		O
0	Univers... College Elective	1000	KLI1004-01-00	6	INTENSIVE KOREAN LANGUAGE (LEVEL 4)	Hwang In kyo	Mon8,9,Tue8...	KLI4F-4		O
0	Univers... College Elective	1000	KLI1005-01-00	6	INTENSIVE KOREAN LANGUAGE (LEVEL 5)	Hwang In kyo	Mon8,9,Tue8...	KLI4F-5		O
0	Univers... College Elective	1000	KLI1006-01-00	6	INTENSIVE KOREAN LANGUAGE (LEVEL 6)	Hwang In kyo	Mon8,9,Tue8...	KLI4F-6		O

① - Native Lecture, ② - supplementary video lectures, ③ - Course Taught in English, ④ - Graded on P/NP basis
 ⑤ - Offered at the International Campus, ⑥ - FJPPED CLASSROOM

[SECTION 3: Selecting courses based on a Yonsei major and year of study]

3.1 Search for the courses that you wish to enroll in

Include the name of the department that offers the course as well as the Yonsei course code in your list.

3.2 Check syllabus and previous mileage results of your selected courses (Go to Section 2.7)

3.3 Choose a major/year of study that best suits your priority

Freshman	Sophomore	Junior	Senior & Graduate
1st year	2nd year	3rd year	4th year

Students may choose a major that best meets their course needs, and the major at Yonsei does not have to exactly match the student's major at their home university. However, students must be mindful of the target students and prerequisites of each course by checking course syllabi when they choose their Yonsei majors.

Students must choose one major only when choosing a major in the online application system of Office of International Affairs website.

IEE and KLI courses are available to all exchange/visiting students regardless of major.