

# Academic System User Guide - Student

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## Access to KAIST Academic System

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### 1. Access to KAIST Academic System

Students will be able to access KAIST Portal System by typing <https://portal.kaist.ac.kr> on the URL field. After you login to the portal, click the Academic System button from the left menu on the screen.

### 2. Create portal account

If you do not have a portal account, click the 'Register' button to sign up for portal access. To ask questions about registering for an account, inquire by e-mail to: [ssoadm@kaist.ac.kr](mailto:ssoadm@kaist.ac.kr)

### 3. Logout from Academic System

When you click the 'Close' link, a popup message will appear prompting you to click 'OK' to close the web browser. To logout from the Academic System, click the 'Logout' link at the portal.

### 4. Misc.

- According to the portal SSO policy, the 7789 port must be open on the side of the service requester for the academic system to be connected.

In most environments no problems exist, but some companies may have blocked some outgoing ports (including the 7789 port).

In this event, the user should ask the computer team to open the 7789 port or should use a different PC (e.g., home computer).

# Courses Offered

## 1. Menu

Common > Courses Offered

## 2. Courses Offered

※This menu item is accessible to anyone wishing to look up courses offered at KAIST and does not require login

### Display

Year	2014	Term	Winter	Department	ALL	Instructor	
Career	ALL	Course Nbr.	ex)MS211	Course Type	ALL	Credits	~
Language	ALL	Code	ex)34.212	Course Title		Capacity	~

Search Excel

※ Total : 263

No.	Department	Course Type	Career	Course Nbr.	System Nbr.	Section	Course Title	Substitute Info.	Syllabus	AU	L:L:C	Instructor
1	Chemistry	Individual Study	Bachelor	C	95	A	Individual Study		N	0	0:6:1.0	W
2	Chemistry	Individual Study	Bachelor	C	95	AA	Individual Study		N	0	0:6:1.0	O
3	Chemistry	Individual Study	Bachelor	C	95	AB	Individual Study		N	0	0:6:1.0	D
4	Chemistry	Individual Study	Bachelor	C	95	AC	Individual Study		N	0	0:6:1.0	ar
5	Chemistry	Individual Study	Bachelor	C	95	AD	Individual Study		N	0	0:6:1.0	ar
6	Chemistry	Individual Study	Bachelor	C	95	B	Individual Study		N	0	0:6:1.0	E
7	Chemistry	Individual Study	Bachelor	C	95	C	Individual Study		N	0	0:6:1.0	ir
8	Chemistry	Individual Study	Bachelor	C	95	D	Individual Study		N	0	0:6:1.0	Ki
9	Chemistry	Individual Study	Bachelor	C	95	E	Individual Study		N	0	0:6:1.0	m
10	Chemistry	Individual Study	Bachelor	C	95	F	Individual Study		N	0	0:6:1.0	Ki
11	Chemistry	Individual Study	Bachelor	C	95	G	Individual Study		N	0	0:6:1.0	ir
12	Chemistry	Individual Study	Bachelor	C	95	H	Individual Study		N	0	0:6:1.0	Gi
13	Chemistry	Individual Study	Bachelor	C	95	J	Individual Study		N	0	0:6:1.0	2e
14	Chemistry	Individual Study	Bachelor	C	95	K	Individual Study		N	0	0:6:1.0	oi
15	Chemistry	Individual Study	Bachelor	C	95	L	Individual Study		N	0	0:6:1.0	oi
16	Chemistry	Individual Study	Bachelor	C	95	M	Individual Study		N	0	0:6:1.0	ok

This menu allows you to look up courses offered by semester (Year/Semester)

### Searching

- The Year/Term that the course is offered is a mandatory search criterion.
- If you set the search to find 'All' courses offered, the search will be very lengthy, as a large amount of data is retrieved and displayed.
- The 'Limited Class Size' and 'Credits' (AU – academic units) items are retrieved according to results with more than starting value and less than the ending value.
- When an inverted triangle appears under a column header, you can click the [Column Name] to re-sort data according to that column.
- When you click the title of a course, the syllabus will display in a popup window (see [Figure 1] below).
- If the query data exceeds 1000 results, the data will not display on the screen due to excessive time required. Instead, you will be prompted to download directly to an Excel file when you click the 'Inquiry' button. Click 'Confirm' to download directly to an Excel file
- The Term Type (Module) value '16wk' refers to a Seoul 16-Week Course; '1st' and '2nd' refer to Seoul 8-week courses in the first half and second half of the semester, respectively.

### Excel Downloads

- You can download the displayed search results to an Excel file by clicking the 'Excel' button.

### [Figure 1]

http://localhost:8000/?year=2012&term=3&subject\_no=29.500&lecture\_class=&dept\_id=3941 - KAIST C - Windows Internet Explorer

## Syllabus

### Information of Course

<b>Career</b>	Integrated master's/doctoral program (master's) [ 석박사통합과정 ]	<b>Course Type</b>	Elective(Graduate) [ 선택(석/박사) ]
<b>Course Number</b>	21100	<b>System Number</b>	11100
<b>Section</b>		<b>English</b>	Korean
<b>L:L:C(AU)</b>	3:0:1.0(0)	<b>Exam Hours (classroom)</b>	
<b>Course Title</b>	Korean Core for Graduate in Korean Convergence [ 한국 융합 석사과정 ]		
<b>Hours of instruction (classroom)</b>	Tue: 09:00~10:30 / IT Convergence Campus [ ICC 문지캠퍼스 ] (L701) Thu: 09:00~10:30 / IT Convergence Campus [ ICC 문지캠퍼스 ] (L701)		
<b>Notice</b>			

### Information of Professor

	<b>Name</b>	정영진 (Jeong Young-jin)
	<b>Department</b>	글로벌기술대학원프로그램(Global Information & Telecommunication Technology)
	<b>Phone</b>	None
	<b>E-Mail</b>	y.j.jeong@kaist.ac.kr

### Plan of Lecture

<b>Syllabus File</b>	IT-SC_Korean Convergence Syllabus.docx
<b>Syllabus URL</b>	
<b>Summary of Lecture</b>	
<b>Material for Teaching</b>	

## [Tips on Excel downloads]

1. If the blocking pop-up message appears, as shown below, then you should click 'File Download' and go through the process again.

보안을 유지하기 위해 Internet Explorer에서 파일을 컴퓨터로 다운로드하지 못하도록 이 사이트를 차단했습니다. 옵션을 보려면 여기를 클릭하십시오.

2. If the query data exceeds 1000 results, the data will not display on the screen due to excessive time required.

Instead, you will be prompted to download directly to an Excel file when you click the 'Inquiry' button. Click 'Confirm' to download directly to an Excel file.

**웹 페이지 메시지**

 If the query data exceeds 1000 results, the data will not display on the screen due to excessive time required. Instead, you will be prompted to download directly to an Excel file when you click the 'Inquiry' button. Click "Confirm" to download directly to an Excel file.

End.

# School registration

## 1. Menu

Academic Records > School registration

## 2. School registration Display

Academic Registration											
	Student ID	20180301	Resident registration number	17104-1030101	Nationality	Korea					
	Kor. Name	김승욱	Eng. Name	kye..su kang	Sex	M					
	Course level	Undergraduate program	Status	Continued enrollment	Full-time/Part-time	Full-time					
	Student Classification	No classification (undergraduate)	Department	School of Freshman	Department						
	Entrance-date	2018-03-01	Graduation-date		Degree number						
Advisor											
Academic advisor	Lee Hyeonjeong		Collective guidance		Thesis guidance						
Thesis examination		Master's program		Mentor							
History of changes to academic record											
No.	Change type	Start Date	End Date	Before changes	After changes	Reason for changes	Etc.	Date processed	Cancel Y/N	Cancellation date	Reason for cancellation
No Data											
Contact [ Update ]											
Lab Building		Lab Room No.		Lab Tel.		Homepage					
Mobile Tel.	010-2000-1234	Fax		Misc. Tel.		E-mail	rudg@univ.ac.kr				
Dormitory Building		Emergency Tel.	010-2000-1234	Emergency contact address	전북-정읍시정읍면사무소 (군민지원센터) 101-004호						
Relations											
Sponsor Name	최영희	Relation of Sponsor	모	Sponsor Tel.	010-2000-1234	Sponsor Addr.	58420 전북 정읍시 정읍면사무소 (군민지원센터) 101-004호				
Householder Name	김승훈	Relation of Householder	본인	Householder Tel.	010-2000-1234	Householder Addr.	58420 전북 정읍시 정읍면사무소 (군민지원센터) 101-004호				
Legal place of residence											
Family [ Update ]											
No	Relation	Name	Age	Occupation	Position	Address					
1	본인	김승욱	20								
2	부	김승훈	5								
3	모	최영희	5								
4	매	김지연	2								
Academic Background											
High School	고양	High School Region	전북	High School Type	일반고	Type of high school affiliation					
Undergraduate Univ.		Undergraduate Major		Date of Undergraduate degree		BA Degree No.					
Graduate Univ.		Graduate Major		Date of master's Degree		Master's Degree No.					

- This menu allows students to look up and check their basic academic information, history of changes to academic record, contact information, sponsor, family, academic background, etc.
- Click the 'Update/Register contact information' button and select the [Enter contact information] display to add or change your home address, phone number, mobile number, and e-mail. (Contact information is used for emergencies and for instructors to send e-mail to students in their courses. The contact information is not used for sending transcripts.)
- if Click the 'update Family information' button, you can update the family information.

### [The family information update popup]

The family information Update - Internet Explorer

Family

Save + Add

No	Relation	Name	Age	Occupation	Position	Address	Delete
1	The F						Delete
2	Fathe		5				Delete
3	Mothr		5				Delete
4	Youn		2				Delete

- add: Click the 'Add' button. Required [Relation, Name, Age] items.
- delete: Click the 'delete' link you want to delete.
- save: Click the 'Save' button.

End.

# Update Contact

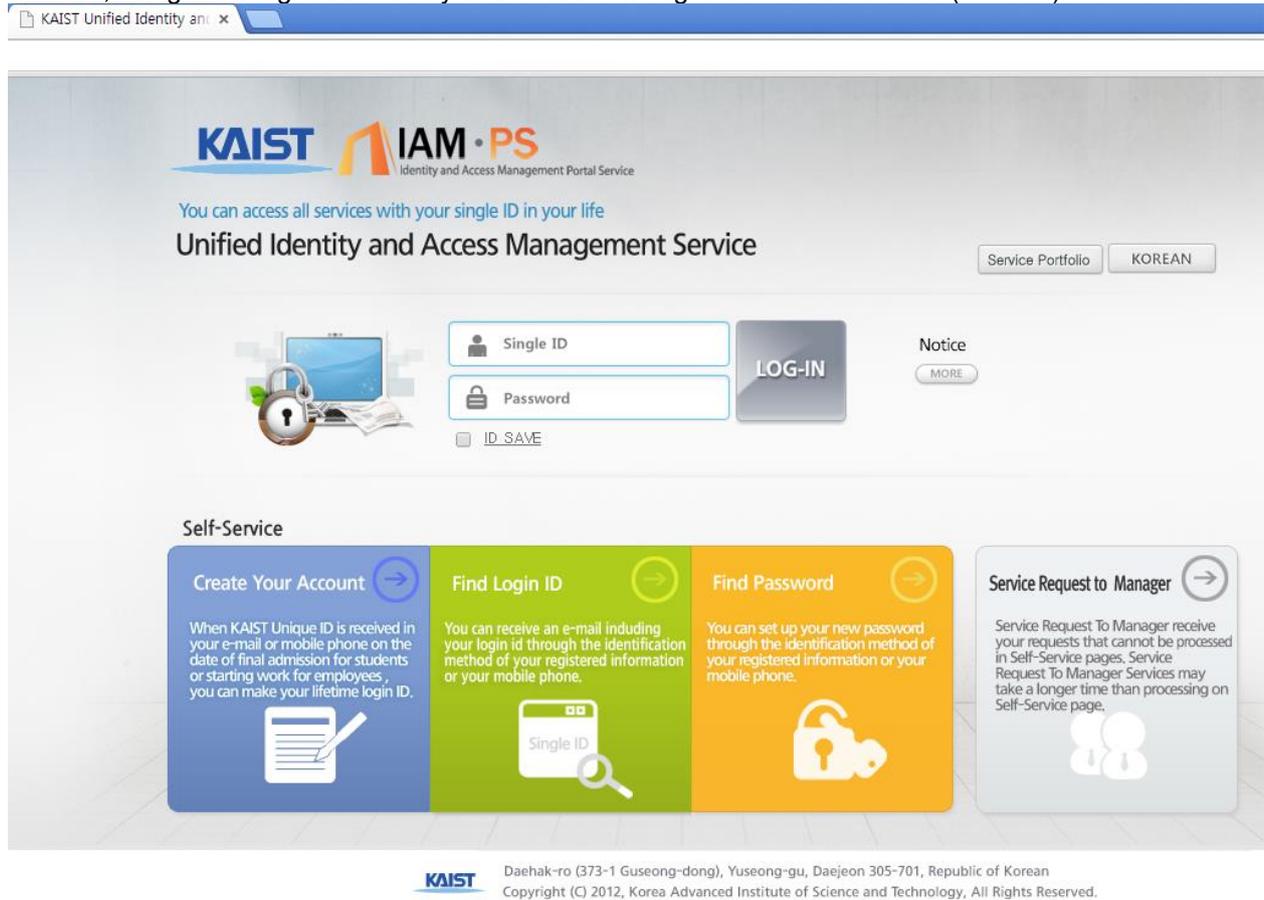
## 1. Menu

Academic Records > Update Contact

## 2. Update Contact

### Pop-up Display

When this menu item is clicked, a pop-up window opens allowing you to enter or update your personal address, using the integrated 'Identity and Access Management Portal Service' (IAM-PS) as shown below.



(Contact information is used for emergencies and for instructors to send e-mail to students in their courses. The contact information is not used for sending transcripts.)

End.

Created with the Personal Edition of HelpNDoc: [Write EPub books for the iPad](#)

# Course Registration

## 1. Menu

Class Enrolment > Courses Registration

## 2. Courses Registration

### Display

2020 Fall Course Registration

[Inquiry](#)

Department	School of Humanities & Social S...	Course level	ALL	Course Type	ALL	Language	ALL
Course Code	ex)34_212	Course No	ex)MS211	Course Title		Instructor	
including WISH	<input checked="" type="checkbox"/>						

※Unavailable: Courses without a syllabus are not eligible for registration.

※Please proceed course professor's approval online at [Class Enrolment-Course Registration(Exceptions)] for courses limited to add/drop online(e.g. courses exceeding enrolment limit, special courses with different subtitles, third retake etc.)

No.	Course Type	Course Level	Course No	Course Code	Sect.	Course Title	AU	L:L:C	Instructor	Eng.	Edu 4.0	Li m...	Cla...	Class time	Remarks	Week	Wish	Course Apply
1	Electiv...	Common	GCT544	43.544		<a href="#">Game Studies (Ludology)</a>	0	3:0:3:0	Doh Young Yi m	Y	Y	0	11	Mon: 14:30~16:00 Wed: 14:30~16:00	학사대학원 ...		<a href="#">Delete</a>	<a href="#">Add</a>
2	Electiv...	Common	GCT547	43.547		<a href="#">Dynamics of Human-Computer Interaction</a>	0	3:0:3:0	Byungjoo Lee	Y		0	17	Tue: 10:30~12:00 Thu: 10:30~12:00	학사대학원 ...		<a href="#">Delete</a>	<a href="#">Add</a>
3	Other ...	Bachelor	HSS011	10.009	A	<a href="#">Intermediate English Reading &amp; Writing</a>	0	3:0:2:0	John Lonney	Y		20	20	Mon: 09:00~10:30 Wed: 09:00~10:30	타대생 수강불가		<a href="#">Delete</a>	<a href="#">Add</a>
4	Other ...	Bachelor	HSS011	10.009	A	<a href="#">Intermediate English Reading &amp; Writing</a>	0	3:0:2:0	John Lonney	Y		20	20	Mon: 09:00~10:30 Wed: 09:00~10:30	타대생 수강불가		<a href="#">Wish</a>	<a href="#">Add</a>
5	Other ...	Bachelor	HSS011	10.009	B	<a href="#">Intermediate English Reading &amp; Writing</a>	0	3:0:2:0	Carter Peyton	Y		20	20	Mon: 09:00~10:30 Wed: 09:00~10:30	타대생 수강불가		<a href="#">Wish</a>	<a href="#">Add</a>
6	Other ...	Bachelor	HSS011	10.009	C	<a href="#">Intermediate English Reading &amp; Writing</a>	0	3:0:2:0	John Lonney	Y		20	20	Mon: 10:30~12:00 Wed: 10:30~12:00	타대생 수강불가		<a href="#">Wish</a>	<a href="#">Add</a>
-	-	-	-	-	-	<a href="#">Intermediate English Reading &amp; Writing</a>	-	-	-	-	-	-	-	Mon: 10:30~12:00	-	-	-	-

Course Registration

Credits applied for : 19.0 credits

[View grade report](#)

No.	Add Type	Department	Course Code	Sect.	Course no	Course Type	Course Title	AU	Credits	Instructor	Repeat Course	Repeat Approval	Week	Delete
1	I	Graduate School of ...	43.547		GCT547	Elective(Graduate)	Dynamics of Human-Computer Interaction	0	3.0	Byungjoo Lee	N			<a href="#">Delete</a>
2	I	School of Humaniti...	10.022	F	HSS022	Mandatory General Courses	English Presentation & Discussion	0	1.0	John Lonney	N			<a href="#">Delete</a>
3	I	School of Humaniti...	10.110	I	HSS189	Other Elective	Freshman Seminar 2<Department of Chemical & Biomolecular Engineering>	0	1.0	Dong Yeun Koh	N			<a href="#">Delete</a>
4	I	School of Humaniti...	10.484	A	HSS484	Other Elective	Special Topics in Policy<Disaster Prevention and Safety Society>	0	1.0	SUNG HO LEE	N			<a href="#">Delete</a>
5	I	School of Humaniti...	13.101		HSS119	Humanities & Social Elective	Understanding German-Speaking Cultures	0	3.0	Hyanggi Min	N			<a href="#">Delete</a>
6	I	Physics	20.142	E	PH142	Basic Required	General Physics II	0	3.0	Hong-Young Chang	N			<a href="#">Delete</a>
7	I	Chemistry	23.102	H	CH102	Basic Required	General Chemistry Experiment I	0	1.0	Hyunjoon Song	N			<a href="#">Delete</a>

## Related Information

- **Registration:** When registering for courses, only courses with live links are available for registration; courses that are displayed as unavailable for registration are lacking a syllabus.
- **GENERAL COURSES:** When you click 'Register', registration is complete.
- **RESEARCH COURSES (GRADUATE LEVEL):** When you click 'Register', a pop-up window will prompt you to input the course credits. When you input the credits, registration is complete.
- **REPEAT COURSES:** If you click the 'Repeat a course' button on the display showing your prior grade data, then the process of registering to repeat a course is complete.
- When you click the title of a course with a live link, the **syllabus** will be displayed.
- If you click the **'Delete'** link for a course you have applied for, the corresponding course will be deleted from your registration history.
- **Week:** In the College of Business Administration, 16-week courses display as '1-16'; 8-week courses in the 1st half of the semester display as '1-8'; 8-week courses in the 2nd half of the semester display as '9-16'.

- **Additional function to make 'Wish List' for desired courses** : By adding a "wish" button in the list of courses offered at course registration menu, students can make and save a course wish list. The saved wish list will be displayed at the top of the list when viewing the offered courses. (Yellow section)  
Students can delete a course from the wish list by clicking "delete" button.

## computerized Lottery for Registration

- A computerized lottery is implemented in the first registration period for the spring, summer, fall and winter semesters (four times a year).
- The computerized lottery is implemented for courses in the spring and fall semesters which limit the number of students to a maximum class size. After unrestricted registration on the first day, the computer system will conduct a random drawing on the second day for courses where the number of registrants exceeds the maximum class size.
- Registration System Hours
  - \* First Day: (12:30 - 23:59)
  - \* Second Day: **Registration suspended**
  - \* Third Day: (reopens at 12:30)
  - \* Final Day: (closes at 23:59)
- Course registration records for students not selected during the lottery drawing will be deleted.
- Student selected in the lottery drawing cannot delete the course, and must wait until the period for adds/drops and withdrawals if they wish to delete it.

## 3. Changing Registered Courses Menu

Course registration > Adds/Drops and Withdrawals

- ※ When Daejeon and Seoul have different academic calendars for the add/drop and withdrawal period, you should register in accordance with the designated academic calendar for courses in Daejeon and Seoul (16-week; 1st-half; 2nd-half).
- ※ Registration changes can be made for courses in Daejeon or Seoul (16-week) during the period for adds/drops and withdrawals.
- ※ To make registration changes for 8-week courses in the 1st or 2nd half of a semester, use the menu path: Course registration > Adds/Drops (half semester).
- ※ During the period for adds/drops and withdrawals for Seoul 1st-half courses, you can make changes to both 1st-half and 2nd-half courses.  
However, during the period for adds/drops and withdrawals for Seoul 2nd-half courses, changes may only be made to 2nd-half courses.

## Display

- The display is the same as for adds/drops and withdrawals.

## System operation

- **[Graduate]** Course Add/Drop available all time during the period
  - \* From 09:30 on First Day to before 23:59 on Final Day
- **[Undergraduate]** During the course Add/Drop period, there will be a separate processing time to reflect the course cancellation from each 1st and 2nd time of course Add/Drop.
  - \* 1st time(Course Add/Drop) : 09:30~ 17:00
  - \* 1st Processing time of course cancellation : 17:00~ 17:30
  - \* 2nd time(Course Add/Drop) : 17:30~ Next day 09:00
  - \* 2nd Processing time of course cancellation : 09:00~ 09:30
- ※ In the case of undergraduate student, please note that students who wish to register for courses of which class times clash with their class timetable should drop the courses during the final time slot for course drop because the last day of the course Add/Drop period ends with course registration following a time slot for course drop.

## 4. Withdrawing from a Course

### Menu

Course registration > Adds/Drops and Withdrawals

※ During this period, you can withdraw from courses you have registered for in Daejeon and Seoul (16-week).

※ To make registration changes for 8-week courses in the 1st or 2nd half of a semester, use the menu path: Course registration > Adds/Drops (half semester).

※ During the period for adds/drops and withdrawals for Seoul 1st-half courses, you can make changes to both 1st-half and 2nd-half courses.

However, during the period for adds/drops and withdrawals for Seoul 2nd-half courses, changes may only be made to 2nd-half courses.

### Display

2015 Spring Course Withdrawal

Applied credits : None credits

No.	Type	Department	System Nbr.	Sect.	Course Nbr.	Course Type	Course Title	AU	Credit	Instructor	Retaking Course	Week	Withdrawal
1	I	Finance M&A	30.005		FIN005	Elective(G...	Theory, Principles, Manufacturing	0	1.5	Ch...	N	1-8	<a href="#">Drop</a>

Course Withdrawal

No.	Course Type	System Nbr.	Sect.	Course Nbr.	Course Title	Instructor	L:L:C	AU	Capacity	Week	Application
1	Mandatory General C	HSS047	A	10007	Soccer and Fitness		2:0:0:0	2	30		<a href="#">Add</a>
2	Basic Required	F 52	A	20002	General F	Yong Il Cho	0:3:1:0	0	10		<a href="#">Add</a>
3	Mandatory	M 356		40006	Informa	Karl Lee	3:0:3:0	0	60		<a href="#">Add</a>
4	Mandatory	F 51		20001	Physi	Jhi Lee	0:3:2:0	0	0		<a href="#">Add</a>
5	Mandatory	F 51		20001	Phys	Chang	0:4:2:0	0	0		<a href="#">Add</a>
6	Mandatory	F 11		20001	Therm	Choi soon	3:0:3:0	0	0		<a href="#">Add</a>
7	Mandatory	F 21		20001	Class	Mi eo	3:0:3:0	0	0		<a href="#">Add</a>
8	Mandatory	F 01		20001	Qi	Myeok Kang	3:0:3:0	0	0		<a href="#">Add</a>
9	Mandatory	F 31		20001	Class	Yoon Lee	3:0:3:0	0	0		<a href="#">Add</a>
10	Basic Required	F 51	A	20001	Ge	Myeok Kang	0:3:1:0	0	16		<a href="#">Add</a>
11	Basic Required	F 51	AA	20001	Ge	Choi soon	0:3:1:0	0	16		<a href="#">Add</a>
12	Basic Required	F 51	AB	20001	Ge	Chang Ho	0:3:1:0	0	16		<a href="#">Add</a>
13	Basic Required	F 51	B	20001	Gener	Hong-jin Kwon	0:3:1:0	0	16		<a href="#">Add</a>

## 5. Tips

- You can use the Personal Timetable Menu to view your timetable of registered courses (color coding is as follows: Daejeon /Business Administration 16-week: BLACK; 1st-half 8-week: RED; 2nd-half 8-week: BLUE).
- The Adds/Drops (half semester) menu is for students wishing to take only courses that a department is offering separately in the first half (weeks 1-8) or second half (weeks 9-16) of a semester.
- **Course Registration Period** : from 12:30(lunch time) of starting day to 23:59 of ending day.
- **Course Add/ Drop Period** :
  - [Graduate]** From 09:30 on First Day to before 23:59 on Final Day  
→ Course Add/Drop available all time during the period
  - [Undergraduate]** During the course Add/Drop period, there will be a separate processing time to reflect the course cancellation from each 1st and 2nd time of course Add/Drop.



# Applied courses

## 1. Menu

Class Enrolment > Applied courses

## 2. Look Up Registered Courses

### Display

[2014] Fall Term Print

※ Type: "I" indicates application during the course registration period, "C" indicates application during the course add/drop period.

No.	Type	Department	System Nbr.	Section	Course Nbr.	Course Type	Course Title	Week	AU	Credit	Instructor	Retaking	Retaking Course
1	I	Department of Social Sciences	10.231		HSS112	Humanities & Social Elective	History of Korea Thought		0	3.0	Unknown Unknown	N	
2	I	Department of Social Sciences	10.307		HSS307	Humanities & Social Elective	Contemporary Political History of Korea		0	3.0	HAK-JOON KIM	N	

- You can view your history of registered courses by Year/Semester.
- The codes for "Registration Type" are as follows: 'I' refers to courses registered for during the regular registration period; 'C' refers to courses registered for during the add/drop period.

### [Print Display for Application report]

#### 2014Year Fall Course Registration Record

●Department/Division: College of Engineering      ●Student Classification: Undergraduate  
 ●Name: SU-UNIVERSITY      ●Student ID number: 20100000      ●Total credit: 12.0

course info.			Classification of course	Name of course		AU	Credit	Professor	Retaking course Type	
			Days	Times	Lecture Type	Classroom				
HSS	10.134	HSS107	Humanities & Social Elective	Introduction to Philosophy		0 3.0	Jeffrey Benjamin	N	I	
			Mon	10:30~12:00	lecture	(E11)Create Lecture BLDG. 304				
			Wed	10:30~12:00	lecture	(E11)Create Lecture BLDG. 304				
HSS	10.321	B HSS362	Humanities & Social Elective	Special Lectures on Art<Discourse on Love>		0 3.0	Unknown Unknown	N	I	
			Tue	14:30~17:30	lecture	(N4)School of Humanities&Social ScienceB/D 1125				
HSS	10.324	HSS324	Humanities & Social Elective	Science Fiction Cinema		0 3.0	Daniel Martin	N	I	
			Tue	13:00~14:30	lecture	(N4)School of Humanities&Social ScienceB/D 1313				
			Thu	13:00~14:30	lecture	(N4)School of Humanities&Social ScienceB/D 1313				
HSS	10.332	A HSS301	Humanities & Social Elective	Topics in Philosophy<Formal Ontology>		0 3.0	Woosuk Park	N	I	
			Mon	16:00~17:30	lecture	(E11)Create Lecture BLDG. 405				
			Wed	16:00~17:30	lecture	(E11)Create Lecture BLDG. 405				

End.

# Timetable

## 1. Menu

Class Enrolment > Timetable

## 2. Personal Timetable

### Display

[2013] Fall Term

※ In case of half semester(module): Red for First half, Blue for Second half

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
~ 08:00							
08:00							
08:30							
09:00	HSS021(10.201) Critical Thinking in English		HSS021(10.201) Critical Thinking in English				
09:30	Christopher Whittle		Christopher Whittle				
	:: 1220 ::		:: 1220 ::				
10:00	(N4)School of Humanities & Social Science B/D 09:00 ~ 10:30		(N4)School of Humanities & Social Science B/D 09:00 ~ 10:30				
10:30	HSS186(10.124) Understanding Music & Music History YoungHae Noh	CE208(37.208) IT in Construction Engineering Hyun Myung	HSS186(10.124) Understanding Music & Music History YoungHae Noh	CE208(37.208) IT in Construction Engineering Hyun Myung			
11:00	:: 시청각실 ::	:: 1211 호 ::	:: 시청각실 ::	:: 1211 호 ::			
11:30	(N4)School of Humanities & Social Science B/D 10:30 ~ 12:00	(W1-2)Dept. of Civil & Environmental Engineering 10:30 ~ 12:00	(N4)School of Humanities & Social Science B/D 10:30 ~ 12:00	(W1-2)Dept. of Civil & Environmental Engineering 10:30 ~ 12:00			
12:00							
12:30							
13:00							
13:30							
14:00							
14:30		CE351(37.351) Civil and Environmental Engineering Data Analysis Yoonjin Yoon		CE351(37.351) Civil and Environmental Engineering Data Analysis Yoonjin Yoon			
15:00		:: 1211 호 ::		:: 1211 호 ::			

- You can view a timetable of your registered courses.

- If there are duplications or conflicts in the class times for registered courses, then a message will display alerting you to the conflict: 'This class time conflicts with the 'xxx' course.'

- Seoul Campus 8-week courses are color-coded as follows: 1st-half courses are RED and 2nd-half courses are BLUE.

Note that 1st-half and 2nd-half courses do not affect each other in terms of time conflicts.

- NOTE: This menu item does not have a print function of its own. To print it, use the browser print function or create a screen capture.

End.

# Mid-Course Evaluation

## 1. Menu

Course Evaluation > Mid-Course evaluation

## 2. Mid-semester Course Evaluations

### Display

[Daejeon campus] 2014 Spring course list for Mid-semester Course Evaluation

※Please click the course title to evaluate a course.

No	Code	Number	Section	Course title	Instructor	Status
1	37.481	CE481		<a href="#">Special Topics in Civil and Environmental Engineering/Gallery for Energy Development&gt;</a>	T ron	Undone
2	37.332	CE332			im	Undone
3	37.371	CE371			e	Undone
4	37.440	CE440			in	Undone
5	10.376	HSS376			m	Undone
6	42.356	MSB356		Information Society	nam-yeon Lee	Undone

### Related Information

- If it is not the period for mid-semester course evaluations, a message will display that information.
- When you click the title of the course you are evaluating, an evaluation window will open.
- Confirm that the status has changed from 'To be done' to 'Done' upon completion.
- After initially completing the evaluation, you may keep returning to it again to make changes.

### Evaluation Display

The purpose of the course evaluation system is to improve the quality of courses by reflecting the opinions of students. The results of multiple-choice items are displayed in summation, while those of the subjective items are displayed in a random order to guarantee anonymity of the answerers. We appreciate your honesty and sincerity in taking the course evaluation.

1. Please comment on aspects of the course that you found most beneficial to your learning, and suggest any improvements that could be made.

A) Preparedness of the instructor (e.g. availability of auxiliary textbooks, audiovisual materials, online materials, etc.) (Under 1500 bytes) 0 / 1500 bytes

B) Lecture progression (e.g. course organization and development, student participation, class discussions, understanding of lectures, etc.) (Under 1500 bytes) 0 / 1500 bytes

C) Assignments (e.g. amount of assignments, relevance to course, effectiveness of feedback, etc.) (Under 1500 bytes) 0 / 1500 bytes

D) Role of the teaching assistant (Under 1500 bytes) 0 / 1500 bytes

E) Other expectations of the course (Under 1500 bytes) 0 / 1500 bytes

2. Was English the main language of instruction and learning materials? (If Korean was spoken only for supplemental explanation, the lecture was considered in English.)

Yes  No

3. Please indicate your level of satisfaction with the course.

Highly satisfactory  Satisfactory  Neutral  Unsatisfactory  Highly unsatisfactory

= Basic Student Information =

1. Average time spent studying per week

Less than 1 hour  1~3 hours  3~5 hours  5~7 hours  More than 7 hours

## Related Information

- Responses to the 5 items in the questionnaire must be limited to 1500 bytes (750 Korean characters, 1500 English characters). Excess characters are automatically deleted.
- The number of bytes already used is displayed in a small box at the upper right section of the display.
- All fields are required to be completed. If you click 'Save' before filling in all the fields, the system will not save the fields but instead a popup will prompt you to complete the specified missing field(s).

After entering your response(s) in the corresponding field(s), click 'Save' again.

- You can use the 'Initialize' button to restart the evaluation, deleting all of your content so you can enter new content.

End.

# Final Course Evaluation

## 1. Menu

Course Evaluation > Final course evaluation

## 2. Final Course Evaluation

### Display

2014 Spring Course List for Final Course Evaluation								
*Please click the course title to evaluate a course.								
No.	Week	Code	Number	Section	Course title	English	Instructor	Status
1		10.376	HSS376		<a href="#">Understanding Musical Phenomenon</a>		J	Undone
2		37.332	CE332			Y	D	Undone
3		37.371	CE371		<a href="#">Environ</a>	Y	V	Undone
4		37.440	CE440				K	Undone
5		37.481	CE481		<a href="#">Special Topics in Civil and</a> <a href="#">Engineering for Energy Devel</a>	Y	T	Undone
6		42.356	MSB356		<a href="#">Introduction to Society</a>		K	Undone

### Related Information

- If it is not the period for course evaluations, a message will display that information.
- When you click the title of the course you are evaluating, an evaluation window will open.
- Confirm that the status has changed from 'To be done' to 'Done' upon completion.
- After initially completing the evaluation, you may keep returning to it again to make changes.
- Week: blank (Daejeon campus), 1-16 (Seoul campus 16-week course), 1-8 (Seoul campus 1st-half course), 9-16 (Seoul campus 2nd-half course)

### Display for course Evaluation

The purpose of the course evaluation system is to improve the quality of courses by reflecting the opinions of students. The results of multiple-choice items are displayed in summation, while those of the subjective items are displayed in a random order to guarantee anonymity of the answerers. We appreciate your honesty and sincerity in taking the course evaluation.

1. Please comment on aspects of the course that you found most beneficial to your learning, and suggest any improvements that could be made.

A) Preparedness of the instructor (e.g. availability of auxiliary textbooks, audiovisual materials, online materials, etc.) (Under 1500 bytes)  / 1500 bytes

B) Lecture progression (e.g. course organization and development, student participation, class discussions, understanding of lectures, etc.) (Under 1500 bytes)  / 1500 bytes

C) Assignments (e.g. amount of assignments, relevance to course, effectiveness of feedback, etc.) (Under 1500 bytes)  / 1500 bytes

D) Role of the teaching assistant (Under 1500 bytes)  / 1500 bytes

E) Other expectations of the course (Under 1500 bytes)  / 1500 bytes

2. Was English the main language of instruction and learning materials? (If Korean was spoken only for supplemental explanation, the lecture was considered in English.)

Yes  No

3. Please indicate your level of satisfaction with the course.

Highly satisfactory  Satisfactory  Neutral  Unsatisfactory  Highly unsatisfactory

= Basic Student Information =

1. Average time spent studying per week

Less than 1 hour  1~3 hours  3~5 hours  5~7 hours  More than 7 hours

## Related Information

- Structure, Intelligibility, Atmosphere, Contribution, and English are all required fields.
- If you click 'Save' before filling in all of the required fields, then the system will not store the fields but instead a popup will prompt you to complete the specified missing field(s). After entering your response(s) in the corresponding field(s), click 'Save' again.
- You can use the 'Initialize' button to restart the evaluation, deleting all of your content so you can enter new content.

## English Questionnaire (for non-English instruction)

5. [English] Did the professor speak and also use lecture materials in English? (If Korean was spoken only for supplemental explanation, the lecture was considered in English.)

No  Yes \* Because this course is not English course, answer will be saved as No.

- If the course instruction is not designated to be in English, this item will automatically be set to 'No' and cannot be changed.

End.

## Preview grade

### 1. Menu

Grades > Preview grade

### 2. Previewing Posted Grades

#### Display indicating it is not the grade posting period

##### KAIST 학사시스템 (KAIST Academic System)

성적게시 기간이 아닙니다.

성적게시 시스템 오픈 및 종료 기간은 아래와 같습니다.

2016 여름학기 게시성적 및 정정 [본원/서울]: Aug 19 2016 12:00AM~Aug 24 2016 11:59PM

대전 학적팀(EXT.2361, 2369) 또는 서울캠퍼스 교학팀(EXT.3214 / T.02-958-3214)으로 연락바랍니다.

**This is not the grade posting period.**

Daejeon & Seoul campus grade posting for Summer 2016: Aug 19 2016 12:00AM~Aug 24 2016 11:59PM

For system hours during grade posting period, please contact the Academic Registrar's Team in Daejeon (ext. 2361, 2369) / Academic & Student Affairs Team in Seoul (ext.3214 / T.02-958-3214)

- This menu allows you to preview posted grades during the grade posting period; if it is not the grade posting period, a message will display that information as shown above.

#### Display for previewing posted grades

2014 Spring	Applied credits: 13.0	Completed credits: 13.0	Credits included in G.P.A.: 0.0	G.P.A.: 0.0
-------------	-----------------------	-------------------------	---------------------------------	-------------

No.	Application Type	Department	System Nbr.	Section	Course Nbr.	Course Type	Course Title	AU	Credit	Instructor	Retaking Course	Week	Score
1	C	Materials Science and Engineering	34.980	AU	MS980	Thesis Research(MA/PhD)	Ph.D. Thesis Research	0	12.0	Byeong-Soo Bae	N		S
2	C	Materials Science and Engineering	34.986		MS986	Seminar	Seminar(Ph.D.)	0	1.0	YEON SIK JUNG	N		S

※ N/A : Because you did not do the course evaluation, you cannot see your grade during the grade posting period.

You can view your grade after the grade confirmation work is finished.

You can check the grade posting period and grade confirmation date on the portal notice. (Inquiry on course evaluation: Academic Support Team EXT.1231)

※ If grades are blank, the instructor has not entered grades yet.

- This menu allows you to preview the grade posted by the instructor during the grade posting period. This grade has not yet been finalized or transferred to your official transcript.
- If the grade column is marked 'N'("Not Ready"), you cannot check your grade until it has been transferred to the relevant department because you have not submitted a course evaluation.
- If the grade column is blank, the instructor has not yet entered a grade contact the instructor.

End.

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# Grade Report

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## 1. Menu

Grades > Grade Report

## 2. Viewing Grade Reports

### English Scores

English Score				
No.	English Examination	Examination Date	English Grade	Pass/Fail
1	TOEFL(IBT)	2007/07/28	108	Y
2	TOEIC	2013/05/26	990	Y
3	TEPS	2007/02/04	885	Y

- You can view the history of your scores for standardized English tests, such as TOEIC, TOEFL, TEPS, etc.

### Essay Grades

Korean Writing Score					
No.	Level / Basic	Year	Term	Score	Final
1	Writing Level Test	2009	Autumn	A	YES

※ Inquiry: N4-1325, EXT. 4609

- You can view your grade for the Essay Level Test.

### Grade Report for All Courses

<b>Total Credits</b>	<b>161.0</b>	<b>Completed Credits</b>	<b>161.0</b>	<b>G.P.A.</b>	<b>3.6</b>
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▶ 0 Year Transfer

No.	Department	System Nbr.	Course Nbr.	Sect.	Course Type	Course Title	Credit	AU	Retaking Course	Grade	Course Title in Korean
1	School of Humanities and Social Science	10.106	HS106		Mandatory General Courses	English Communication	1.0	0	N	S	English Communication
2	School of Humanities and Social Science	10.201	HS201		Mandatory General Courses	Critical Thinking in English	2.0	0	N	S	Critical Thinking in English

▶ 2009 Spring

No.	Department	System Nbr.	Course Nbr.	Sect.	Course Type	Course Title	Credit	AU	Retaking Course	Grade	Course Title in Korean
1	School of Humanities and Social Science	10.100	HSS190	BH	Other Elective	Freshman Seminar[ME care for you(Introduction of Mechanical Engineering)]	1.0	0	N	S	새내기세미나[ME care for you(기계공학 소개)]
2	School of Humanities and Social Science	10.174	HSS062	AB	Mandatory General Courses	Humanity/Leadership III	0.0	1	N	S	인성/리더십 III<재즈댄스>
3	Physics	20.141	PH141	A	Basic Required	General Physics I	3.0	0	N	B+	일반물리학 I
4	Physics	20.151	PH151	AI	Basic Required	General Physics Lab. I	1.0	0	N	A0	일반물리학실험 I
5	Chemistry	23.101	CH101	G	Basic Required	General Chemistry I	3.0	0	N	A+	일반화학 I
6	Chemistry	23.102	CH102	H	Basic Required	General Chemistry Experiment I	1.0	0	N	A-	일반화학실험 I
7	Department of Mathematical Sciences	25.101	MAS101	E	Basic Required	Calculus 1	3.0	0	N	B+	미적분학 I
8	Computer Science	36.101	CS101	H	Basic Required	Introduction to Programming	3.0	0	N	B+	프로그래밍기초

▶ 2009 Autumn

No.	Department	System Nbr.	Course Nbr.	Sect.	Course Type	Course Title	Credit	AU	Retaking Course	Grade	Course Title in Korean
1	School of Humanities and Social Science	10.172	None	H	Mandatory General Courses	Humanity/Leadership I<Phoenix Leadership>	0.0	1	N	S	인성/리더십 I<피닉스 리더십>
2	School of Humanities and Social Science	10.183	None	A	Mandatory General Courses	Basketball	0.0	2	N	S	농구
3	Freshman Design	14.100	ED100	A	Basic Required	Introduction to System Design < Introduction to System Design>	2.0	0	N	B+	시스템 설계 입문 < 시스템 설계 입문 >
4	Freshman Design	14.101	ED101	AA	Basic Required	Communication for Design<Communication for Design>	1.0	0	N	B+	설계를 위한 커뮤니케이션 <설계를 위한 커뮤니케이션>
5	Physics	20.142	PH142	E	Basic Required	General Physics II	3.0	0	N	B0	일반 물리학 II

- You can view grades from courses completed at other universities, courses completed at KAIST, and grades by Year/Term/Course.
- If you select "All terms", you can view registered credits, completed credits, and average credits. And if you select a particular fixed Year/Term, the system displays the registered credits, completed credits, and average credits of the corresponding term.
- You can download the retrieved history to an Excel file by clicking the 'Excel' button.
- If the grade column contains the code 'I', this means that the grade has not yet been input and you should contact the instructor.

End.

# Application Activity Score

## 1. Menu

Grades > Application Activity Score

## 2. History of community Service Applied for

### History of community Service

Total applied hours of activity	0	Total accepted hours of activity	0	Hours converted into AU	0(2AU)	Remaining hours after converting into AU	0
---------------------------------	---	----------------------------------	---	-------------------------	--------	--	---

※ If the data is entered by staff without your application, there can be a discrepancy in total sum.

No	year	term	subjectNo	subjectName	AU	Input date
1	2012	Fall	10.200	봉사활동(Community Service)	1	2012/11/29 00:00
2	2012	Fall	10.200	봉사활동(Community Service)	1	2012/11/29 15:40

Point 1 – Print all community service by student

TOTAL HOURS APPLIED FOR: Total hours of community service applied for by student

TOTAL HOURS APPROVED: Total hours of community service recognized by the official in charge of the service agency

Point 2 - Hours converted into AU (credits)

### History of community service applied for and new entries

No	Student				Person in charge			Deletion
	Agency/Organization	Period of activity	Applied activity hours	Applied date	Accepted activity hours	Accepted date	Accepted or not	
1	test99	2013/01/02 ~ 2013/02/03	15H	2014/01/02	30H		N	Delete
2	test8	2014/01/07 ~ 2014/01/07	16H 33M	2014/01/02	16H 33M		N	Delete
3	test7	2014/01/01 ~ 2014/01/01	14H	2014/01/02	14H	2014/05/05 10:12	Y	
4	test6	2014/01/07 ~ 2014/01/08	7H	2014/01/02	7H	2014/01/09 10:23	Y	
5	test5	2014/01/16 ~ 2014/01/16	10H	2014/01/02	10H	2014/01/09 10:23	Y	
6	test4	2014/01/01 ~ 2014/01/08	16H	2014/01/02	16H	2014/01/09 10:23	Y	
7	test3	2014/01/02 ~ 2014/01/14	17H	2014/01/02	17H	2014/01/09 10:23	Y	
8	test2	2014/01/01 ~ 2014/01/08	17H	2014/01/02	17H	2014/01/09 10:23	Y	
9	test11	2014/01/02 ~ 2014/01/02	4H 4M	2014/01/02	4H 4M	2014/01/09 10:23	Y	

Agency/Organization:  Period of activity:  ~  Hours of activity:  H  M

※ After application, you should submit the certificate of your activity to Academic Registrar's Team, and then the approval process will be proceeded.

Point 1 – Print community service activities applied for and information on approved activities.

Point 1-1 – Community service activities not approved by the official in charge of service

※ You can change and delete these entries by clicking the organization activity.

Point 1-2 – Community service activities approved by the official in charge of service

※ Community service activities which have been approved cannot be changed or deleted.

Point 2 – You can update your community service activities and enter new activities.

※ To enter new community service activities, click the [New] button to activate the input window.

The [Agency/Organization] and [Period of activity] are mandatory columns and the [Hours of activity applied for] is saved when you have entered the hours and minutes.

※ When you apply for a new community service activity, you must submit certification of your activity to the Academic Registrar's Team to start the approval process.

End.

# Application English Score

## 1. Menu

Grades > Application English Score

## 2. Submitting English scores

### History of English scores submitted & new or changed entries

Application Status for English Score

No	Test name	Test date	Score	Input date	Accepted date	Pass or Fail	Delete
1	TEPS	2013/12/30	200	2013/12/30	2013/12/30	N	
2	TOEIC	2014/01/08	841	2014/01/02	2014/06/12	Y	
3	TOEIC (Hearing impairment)	2013/12/04	700	2013/12/13	2013/12/19	Y	
4	TEPS	2013/12/10	589	2013/12/31	2013/12/31	N	
5	TEPS	2014/01/02	600	2014/01/02	2014/01/02	Y	
6	TOEIC	2014/01/28	800	2014/01/07			5 Delete
7	TEPS	2013/12/23	500	2013/12/31	2014/01/02	N	

3 Test name \* [Select] Test date \* [17] Score \* [ ] Hearing impairment  Yes  No

2 Add 4 Save

※ After application, you should submit the official score certificate of your test to Academic Registrar's Team , and then the approval process will be proceeded.

#### [Applying]

Point 2 - When you click 'New', a new input record is activated.

Point 3 – Input all required fields.

Point 4 – Click 'Save' and your application is complete.

#### [ Change ]

Point 1 - After an English score has been approved, a live link will not be displayed.

If you click an examination which is still not approved, then the computer system will show the information below the fields.

Point 4 - If you have changed the information you wished to modify and then click 'Save', the information in your application will be changed.

#### [ Delete ]

Point 5 - If you click the 'Delete' button for an item on a list of tests which have not yet been approved, the requested PICPICKSHAPE record will be deleted.

## Criteria for Passing Scores for English Proficiency

English pass score criteria table

Test name	Test date (FROM)	Test date (TO)	Admission year (FROM)	Admission year (TO)	Pass score (General)	Pass score (hearing impairment class 3 and over)
TOEIC	1900/01/01	2006/03/31	1900	2007	760	380
TOEIC	1900/01/01	2006/03/31	2008	9999	775	387
TOEIC	2006/04/01	9999/12/31	1900	9999	720	360
TEPS	1900/01/01	2007/02/28	1900	2007	670	402
TEPS	1900/01/01	2007/02/28	2008	9999	690	414
TEPS	2007/03/01	9999/12/31	1900	9999	599	359
TOEFL-PBT	1900/01/01	9999/12/31	1900	9999	560	372
TOEFL-CBT	1900/01/01	9999/12/31	1900	9999	220	146
TOEFL-IBT	1900/01/01	9999/12/31	1900	9999	83	62
IELTS	1900/01/01	9999/12/31	1900	9999	6.5	4.8
ITP	1900/01/01	9999/12/31	1900	9999	560	372
TOEFL유형시험	1900/01/01	9999/12/31	1900	9999	560	372

You can view the criteria for scores deemed adequate to demonstrate English proficiency.

※ You must submit a transcript of your English examination to the Academic Registrar's Team to start the approval process.

End.

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## Apply to submit Korean Score

### 1. Menu

Grades > Apply to submit Korean score

### 2. Apply to submit Korean Score

#### History of Korean scores submitted & new or changed entries

Application Status for korean scores

No	Test name	Examination date	Grades	Input date	Accepted date	Pass or Fail	delete
1	TOPIK	2015/02/05	Grade 3	2015/05/26	2015/05/26	Y	
4	TOPIK	2015/05/15	Grade 4	2015/05/26	2015/05/26	Y	
2	TOPIK	2015/05/03	Grade 1	2015/05/21			<a href="#">delete</a>
3	TOPIK	2015/05/07	Grade 5	2015/05/26			<a href="#">delete</a>

+ New Save

Test name \* TOPIK Examination date \*  Grades \* Select

※ After applying, you must submit a transcript of your Korean test to the Academic Registrar's Team to start the approval process.  
※ Pass grades(grade 2 and over).

After an korean score has been approved, Pass or Fail contents will be displayed and a live link will not be displayed.

If examination is still not approved, you can modify and delete an korean score.

#### Display indicating it is no foreigners in the undergraduate who have enrolled since 2013.

##### KAIST 학사시스템 (KAIST Academic System)

2013년도 이후 입학한 학사과정 외국인이 아닐 경우 신청 대상이 아닙니다.  
Only available for foreigners in the undergraduate who have enrolled since 2013.

End.

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## Apply credits at another univ.

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### 1. Purpose and Background of Apply credits at another univ.

You can apply for approval of credits you obtained at another university through the system.

### 2. Menu

Grades > Apply credits at another univ.

### 3. authority

All students.

### 4. Display and Explanation

#### Search

Type of status change:

- If you change the type of status change you are applying for, the user interface (UI) will be changed to the relevant form.

#### Educational status at other university

Educational status at other university

Educational institution (other university)	Dispatch purpose	Start date	End date	Date applied	Academic program	Attached File(*) (Transcript)
<a href="#">Hong Kong University of Science and Technology</a>	Earning Credit Hours	2015/08/31	2016/02/29	2015/08/24	Undergraduate program	<a href="#">Attach files</a>

#### Registering an educational institution (other university)

- Dispatch without a leave of absence: Apply for Registration Status Change -> Apply for Dispatch without Leave of Absence (Details on type of status change: Earning Credit Hours-Abroad, Dual degree-Abroad).

- Completed before admission: Apply for Approval of Credits Obtained at other University -> If you click the "Register Educational Institution (other University)", a pop-up screen for registering an educational institution will be created.

- Credits obtained during a vacation or leave of absence period: Apply for Approval of Credits Obtained at other University -> If you click the "Register Educational Institution (other University)", a pop-up screen for registering an educational institution will be created.

- Exchange program (university specializing in science & technology): Apply for Registration Status Change -> Apply for Dispatch without Leave of Absence (Details on type of status change: Earning Credit Hours-Domestic)

#### Educational institution (other university)

- If you click the Institution Name link, a list of the "current status of application for credits (approval form for equivalent courses)" will be searched for and displayed, and you can apply for credit approval.

- If the educational institution (other university) you are seeking does not appear, please contact the Academic Registrar's Team.

#### Attached File(Transcript)

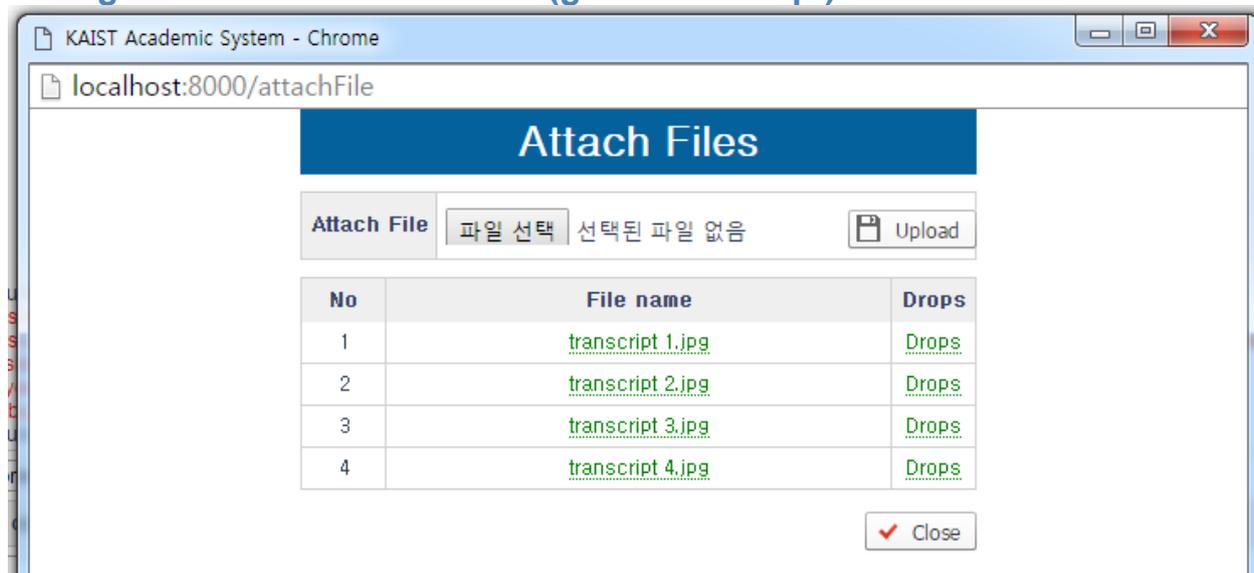
- If you click this link, a pop-up screen for managing attached files will be created.

#### Modifying/deleting the educational institution (other university) (Completed before admission, Credits Obtained during Vacation or Leave of Absence Period)

- If you click the Modify link, a pop-up screen will be created and you can modify the institution information.

- If you click the Delete link, the institution information will be deleted.
- If you are applying for credit approval, you cannot modify/delete the relevant institution information.

## Management of the attached file (grade transcript)



### How to upload a transcript

1. Click the “Choose File” button under “Attached Files”.
2. Choose the file you want to upload.
3. Click the “Upload” button.

When the file is uploaded, it will be added to the list.

### Download

- If you click the File Name link, the relevant file will be downloaded.

### Deletion

- If you click the Delete link, the relevant file will be deleted.

- ※ You can attach a grade transcript only in the form of an image file (jpg, png, gif, tif).
- ※ You can attach only 2MByte or smaller files.
- ※ If there is an application for credit approval which has been approved/returned by a professor, you cannot upload or delete any files.
- ※ If the application period has passed, you cannot upload or delete any files.
- ※ You can apply for credit approval only after attaching a grade transcript.
- ※ You must submit one original copy of the attached transcript to the Academic Registrar's Team.

## Registering and modifying an educational institution (other university)

KAIST Academic System - Chrome

localhost:8001/companyCompletedApp

### Enroll in educational institution (other university)

<b>Educational institution (other university)(*)</b>	select + Applying for an institution code
<b>Address of school</b>	n/a
<b>Start date(*)</b>	<input type="text"/> 17
<b>End date(*)</b>	<input type="text"/> 17
<b>Start year/semester(*)</b>	select / select
<b>End year/semester(*)</b>	select / select

※ If the educational institution (other university) you are seeking does not appear, please contact the Academic Registrar's team.

✓ Save

#### Registration

- If you enter/choose all the items and click the Save button, the educational institution information will be registered.
- Once the educational institution information has been registered, the pop-up screen will automatically close and the current educational status of the educational institution (other university) will be searched for and displayed.

#### Modification

- You can modify only these items: "Start date", "End date", "Start year/semester", or "End year/semester". If you modify any of these items and click the Save button, the educational institution information will be modified.
- Once the educational institution information has been registered, the pop-up screen will automatically close and the current educational status of the educational institution (other university) will be searched for and displayed.

#### How to apply for an institution code

1. Click the "Apply for Institution Code" button.
2. Click the "New" button on the newly created pop-up screen.
3. After entering the institution information, click the "Apply (Save)" button.

※ If there is no institution information in the option for choosing an educational institution (other university), apply for an institution code.

※ Once the institution code applied for has been approved, the relevant institution information will be added to the option for choosing an educational institution (other university).

KAIST Academic System - Chrome

localhost:8001/companyCodeApp

### Applying for an institution code

Status of application for institution code( Total : 4 ) ※ [Notation] Y: Approved N: Rejected -: Pre-Approval

No	Full Name in Korean	Full Name in English	Korean Name Abbreviated	English Name Abbreviated	Country Name	ZIP Code	Address	Official web site	Approved / Not approved	Delete
1	테스트대학	Test Univ.			Korea	13536	경기 성남시 분당구 판교역로 4		-	Delete
2	테스트기관	Test Company	T	T	Korea	13473	경기 성남시 분당구 경부고속도로 409	http://www.naver.com/	-	Delete
3	대전시청	daejeon	대전시청	DJ	Korea	35230	대전 서구 둔산로 4	http://www.daejeon.go.kr/	-	Delete
4	Test				Korea				-	Delete

Institution information + New Save

Institution name in Korean(*)	<input type="text"/>	Institution name in English	<input type="text"/>	Abbreviated institution name in Korean	<input type="text"/>	Abbreviated institution name in English	<input type="text"/>
Country Name (*)	<input type="text" value="Korea"/>	ZIP Code	<input type="text"/>	Address	<input type="text"/>		
Phone No.	<input type="text"/>	Official web site	<input type="text"/>	Character of the organization(*)	<input type="text" value="No professional aff"/>		

## Status of application for credit approval(Course equivalency table)

Status of application for credit approval(Course equivalency table)

Type of approval	Course(s) completed at educational institution (other university)								Details of approval from KAIST						
	Name of completed course	Instructor	Year	Semester	Credits	Grades	Lecture:Lab	Syllabus	System No	Course title	Year	Semester	Credits	Grades	Delete
free elective	Test Course title	TestProf	2012	Fall	3.00	A	32:32	<a href="#">Syllabus.txt</a>		Test Course title	2012	Fall	3.0	A	Delete
Substitution course	Test course title 1		2012	Spring	2.00	A	32:0	<a href="#">Syllabus.jpg</a>	: 1 E	ee	2012	Spring	3.0	A	Delete
	Test course title 2		2012	Spring	1.00	A	16:0	<a href="#">Syllabus.txt</a>							

※ You can check the approval status at "Status of Application for approval". You may contact the grantor if there is no progress.

[Type of Approval: Other Elective] A student click on "Apply for academic adviser's approval" -> Get adviser's approval after an interview -> Get Department head's approval -> Submit the original transcript to ART (Creative learning bldg., #111)

[Type of Approval: Corresponding Course] Get an approval of professor in charge of curriculum after an interview -> Get an approval of department head in charge of curriculum -> A student click on "Apply for academic adviser's approval" -> Get adviser's approval -> Get Department head's approval -> Submit the original transcript to ART (Creative learning bldg., #111)

※ If request is rejected by professor, delete corresponding content and enter a new course.

※ 1 KAIST credit means 16 hours of direct instruction or 32 hours of experiments/practice. When you fill in the "Total instruction/lab time", please note the standard and you need to attach regarding document including syllabi that shows the total hour. (e.g. 3 KAIST credit should be over 48 hours of direct instruction)

### Checkbox

- Once both prior confirmation of the filed application and approval thereof by the department office and the course-related professors have been completed, a checkbox will be created.

### Syllabus download

- If you click the Syllabus File Name link, the relevant file will be downloaded.

### Delete

- If you click the Delete link, the details of the application for credit approval will be deleted.

### Status of application for approval

- If you click the Status of Application for Approval button, a pop-up screen will be created and both the information on the person in charge of approval and the information on the current status of approval progress will be searched for and displayed.

### Application for academic adviser's approval

- If you check the application details that you want to submit to your advising professor for approval and then click the button, the application for approval will be completed.

※ Please apply to your advising professor for approval after checking all the items in the application.

### Status of application for approval

HKUST Status of application for approval										
System No	Course title	Year	Semester	Person in charge of department	Professor in charge of curriculum	Chairperson in charge of curriculum	Student (Apply for academic adviser's approval)	Advisor	Chairperson	Final staff
	Test Course title	2012	Fall	N/A	N/A	N/A	Completed	<a href="#">Comment</a>	<a href="#">Comment</a>	-
31	Elective Course title	2012	Spring	N/A	Student Interview	Li Ki(-)	-	Li Ki(-)	Li Ki(-)	-

※ [Notation] Y: Approved N: Rejected -: Pre-Approval N/A: Not applicable

- During the approval process, the phrase “Interview” is indicated in the information on the professor who regards it necessary to have a personal meeting with the student.

- If the application for approval has been approved/returned after the professor’s opinion is entered, the “Comment” link will be indicated. In this case, if you click the link, the content of the professor’s opinion will be searched for and displayed.

### Register/Change - Other Elective / Elective

Type of approval	Other Elective/Elective ▼										
Course(s) completed at educational institution (other university)					Details of approval from KAIST						
System No	<input type="text"/>				System No						
Course title(*)	<input type="text"/>				Course title(*)						
Instructor	<input type="text"/>				Year(*)	2016	Semester(*)	Fall			
Total instruction time(*)	<input type="text"/> hours	Total lab time(*)	<input type="text"/> hours	Credits(*)			Grades(*)				
<small>※ Total instruction time: Hours of direct instruction per week * weeks, Total lab: Hours of lab per week * weeks</small>											
Year(*)	2016 ▼	Semester(*)	Fall ▼								
Credits(*)	<input type="text"/>	Grades(*)	<input type="text"/>								
Attached File(*) (Syllabus)	<input type="button" value="파일 선택"/> 선택된 파일 없음 <input type="checkbox"/> Attached File :				<small>※ Syllabus must contain information on the total number of hours of direct instruction and lab work.                  If necessary, upload the attached syllabus together with the academic calendar in one file.                  ※ Syllabus files up to 10MB may be attached.</small>						

※ When applying for approval of credits, you must select the courses for which you are seeking credit approval after first registering all the courses completed at another educational institution (university).

※ You must upload syllabi and transcript and submit 1 copy of your original transcript to the Academic Registrar's team/KCB Academic & Student Affairs Team.

### How to apply for credit approval

1. Click the New button.
2. Enter/choose all the required items (\*).
3. Choose the Syllabus file you want to upload.
4. Click the Save button.

※ If you apply for approval of the credits you obtained during your vacation/leave of absence, a mail requesting approval will be sent to the person in charge of prior confirmation of the application.

※ If you enter the information on the course you completed at an educational institution (other university), the contents approved by KAIST will be automatically entered.

## Register/Change - Corresponding course

[+ New](#) [Save](#)

Type of approval	Corresponding course ▼						
Course(s) completed at educational institution (other university)				Details of approval from KAIST			
Course title(*)	<input type="text"/>			System No(*)	<input type="text" value="ex)10.000/CS000"/>	<input type="button" value="Search"/>	
Instructor	<input type="text"/>			Course name in Korean	<input type="text"/>	Course name in English	<input type="text"/>
Total instruction time(*)	<input type="text"/> hours	Total lab time(*)	<input type="text"/> hours	Year	2016	Semester	Fall
※ Total instruction time: Hours of direct instruction per week * weeks, Total lab: Hours of lab per week * weeks				Credits	<input type="text"/>	Grades	<input type="text"/>
Year(*)	<input type="text" value="2016"/>	Semester(*)	<input type="text" value="Fall"/>	Professor in charge of curriculum	<input type="text"/>	Department head	<input type="text"/>
Credits(*)	<input type="text"/>	Grades(*)	<input type="text"/>				
Attached File(*) (Syllabus)	<input type="button" value="파일 선택"/> 선택된 파일 없음 <input type="checkbox"/> Attached File :			※ Syllabus must contain information on the total number of hours of direct instruction and lab work. If necessary, upload the attached syllabus together with the academic calendar in one file. ※ Syllabus files up to 10MB may be attached.			

[Cancel request to substitute Course2 for Course 1](#)

Course(s) completed at educational institution (other university)							
Course title(*)	<input type="text"/>						
Instructor	<input type="text"/>						
Total instruction time(*)	<input type="text"/> hours	Total lab time(*)	<input type="text"/> hours				
※ Total instruction time: Hours of direct instruction per week * weeks, Total lab: Hours of lab per week * weeks							
Year(*)	<input type="text" value="2016"/>	Semester(*)	<input type="text" value="Fall"/>				
Credits(*)	<input type="text"/>	Grades(*)	<input type="text"/>				
Attached File(*) (Syllabus)	<input type="button" value="파일 선택"/> 선택된 파일 없음 <input type="checkbox"/> Attached File :			※ Syllabus must contain information on the total number of hours of direct instruction and lab work. If necessary, upload the attached syllabus together with the academic calendar in one file. ※ Syllabus files up to 10MB may be attached.			

※ When applying for approval of credits, you must select the courses for which you are seeking credit approval after first registering all the courses completed at another educational institution (university).

※ You must upload syllabi and transcript and submit 1 copy of your original transcript to the Academic Registrar's team/KCB Academic & Student Affairs Team.

### How to apply for credit approval

1. Click the New button.
2. Enter/choose/look up all the required items (\*) and then make a choice.
3. Choose the Syllabus file you want to upload.
4. Click the Save button.

※ If you apply for approval of the credits you obtained while being dispatched without taking a leave of absence or before admission, a mail requesting approval will be sent to the professor in charge of the relevant course.

※ If you apply for approval of the credits you obtained during your vacation/leave of absence or the credits you obtained as an exchange student at a specialized university, a mail requesting approval will be sent to the person in charge of prior confirmation of the application.

If you click the "Request to substitute Course2 for Course 1" button, an additional entry field for entering the information on any completed course will be created.

If you click the "Cancel request to substitute Course2 for Course 1" button, the additional entry field will be removed.

### [How to choose a completed course]

KAIST Academic System - Chrome

localhost:8001/creditTransferAppSubjectSearch#

### Search for course

**Course information**

No	Course code	Course name in Korean	Course name in English	Credits	Select
1	03.001	실용영어	Practical English	2.0	Select
2	03.002	특강(보험수학)	Topics(Actuarial Mathematics)	3.0	Select
3	03.003	중국어초급	Basic Chinese	3.0	Select
4	03.004	연구참여		1.0	Select
5	03.005	대중문학의 이해		3.0	Select

**Selected contents**

Course code	Course name in Korean	Course name in English	Credits
03.002	특강(보험수학)	Topics(Actuarial Mathematics)	3.0

**Selection complete**

1. Click the Search button under the computer code item for a course completed at an educational institution (other university).

- If you click the Search button, a pop-up screen for choosing the information on the courses by educational institution will be created.

※ If there is no information on the course you have taken on the course list, please contact the Academic Registrar's Team.

2. Choose a course.

3. After confirming the details of the chosen course, click the Complete button.

- The information on the chosen course will be automatically set in the entry field for the course completed at the educational institution (other university) and the pop-up screen will be closed.

## [ How to select corresponding course info.]

KAIST Academic System - Chrome

localhost:8000/creditTransferAppSubjectSearch?subject\_no=37.471

### Search for course and professor

**Course information**

※ Total : 7

No	Year	Term	Department	System No	Course title	Section	Credits	Instructor	Chairperson	Select
1	2002	Spring	Civil and Environmental Engineering	37.471	Water Resources and Groundwater Engineering		3.0	F. ...	W. L. ...	<a href="#">Select</a>
2	2010	Spring	Civil and Environmental Engineering	37.471	Water Resources and Groundwater Engineering		3.0	F. ...	k. L. ...	<a href="#">Select</a>

**Professor information**

Instructor:

※ Total : 1

No	Name of professor	Department	Tenure status	Select
1	F. ... g	Department of Civil and Environmental Engineering	Active	<a href="#">Select</a>

**Selected contents**

Year	Term	System No	Course title	Instructor	Chairperson
2002	Spring	37.471	Water Resources and Groundwater Engineering	F. ... g (Department of Civil and Environmental Engineering)	W. L. ... (Civil and Environmental Engineering)

**Selection complete**

1. Enter the computer code item for the course details approved by KAIST and then click the Search button.

- If you click the Search button, a pop-up screen with a list of courses searched for will appear.

2. Confirm the professor in charge of the course you want to get approved for among the list and then click the Choose link.

3. If you choose a course, the information on the professor in charge of the course will be automatically searched for/selected.

4. If you confirm the details of the chosen course and then click the Complete button, the chosen course details will be set in the entry field for the course details approved by KAIST.

※ You can choose only an incumbent professor for such purpose. If you cannot choose a professor right now, please look up professors from whom you want to obtain approval yourself and then choose a professor.

End.

# Apply Credits completed before admission

## 1. Purpose and Background of Apply credits completed before admission

Apply for Joint Advanced Placement Program, Individual Advanced Placement Program, mutually recognized/cross-registration course/Honor, Bridge Program, audited, credits transfer to another department, PhD candidates who have changed departments, and credits previously completed at KAIST through the system.

## 2. Menu

Grades > Apply Credits Completed Before Admission

## 3. authority

- All students

## 4. Display and Explanation

### Search

Type Of Application : Joint Advanced Program

- You can see the list of course credits you have applied for transfer when you select the type of credits completed before admission.

### Courses applied

courses applied

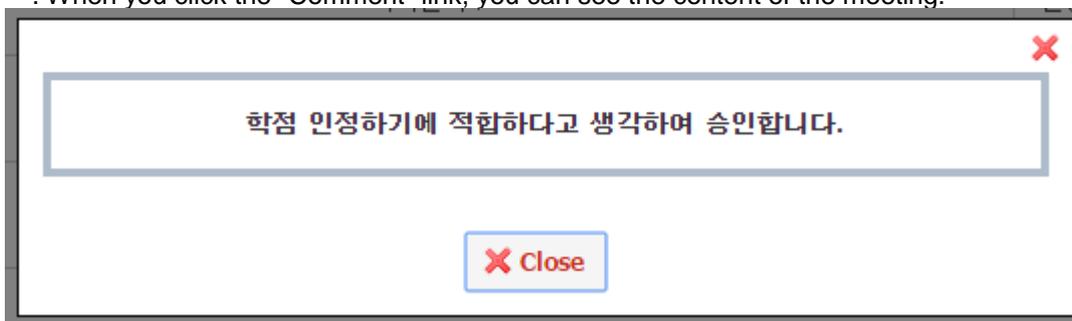
<input type="checkbox"/>	credits completed before admission					credits approved by KAIST					Detail	Delete
	Course code	Course title	Grades	Year	Semester	Course code	Course title	Course type	Credits	Grades		
<input type="checkbox"/>				0				Basic Required	3.0		<a href="#">Detail</a>	<a href="#">Delete</a>
<input type="checkbox"/>				0				Basic Required	3.0		<a href="#">Detail</a>	<a href="#">Delete</a>
<input type="checkbox"/>		Gen...		0				Basic Required	1.0		<a href="#">Detail</a>	<a href="#">Delete</a>
<input type="checkbox"/>		Gen...		0				Basic Required	3.0		<a href="#">Detail</a>	<a href="#">Delete</a>
<input type="checkbox"/>		Gen...		0			Gene...	Basic Required	1.0		<a href="#">Detail</a>	<a href="#">Delete</a>
<input type="checkbox"/>		Gen...		0			Gene...	Basic Elective	3.0		<a href="#">Detail</a>	<a href="#">Delete</a>
<input type="checkbox"/>		Gen...		0			Gene...	Basic Elective	1.0		<a href="#">Detail</a>	<a href="#">Delete</a>

- Check-box
  - . After completing all the courses, click the "Apply for advisor's approval" button and an approval request will be sent to the advisor.
  - ※ When applying for approval to the next person in charge, apply for all the course at the same time.
- Detail Link
  - . Click link to view details on course titles.
- Delete Link
  - . Click link to delete courses you have applied to have credits transfer.
  - . When you delete the course, a cancellation email will be sent out to the current person in charge of the process.
  - . You can delete a request at any time until the final staff's approval has been made.
- You can check the status on a pop-up screen by clicking "Status of application for approval".

Course code	Course title	Student (Apply for academic adviser's approval)	Advisor	Final staff
211.1	...	Completed	...	-
211.1	...	Completed	... (Y) 2016/12/13 Comment	-
211.1	...	Completed	... (Y) 2016/12/13 Comment	-
211.1	...	Completed	... (Y) 2016/12/13	Y 2016/12/13
211.1	...	Completed	... (Y) 2016/12/13	Y 2016/12/13

※ [Notation] Y: Approved N: Rejected -: Pre-Approval N/A: Not applicable

- . If a person in charge enters the content of a meeting regarding approval/return, an opinion link gets created.
- . When you click the "Comment" link, you can see the content of the meeting.



## Register and Modify

### 1. Joint Advanced Placement Program

Details of courses AP Attached File(Transcript) + New Save

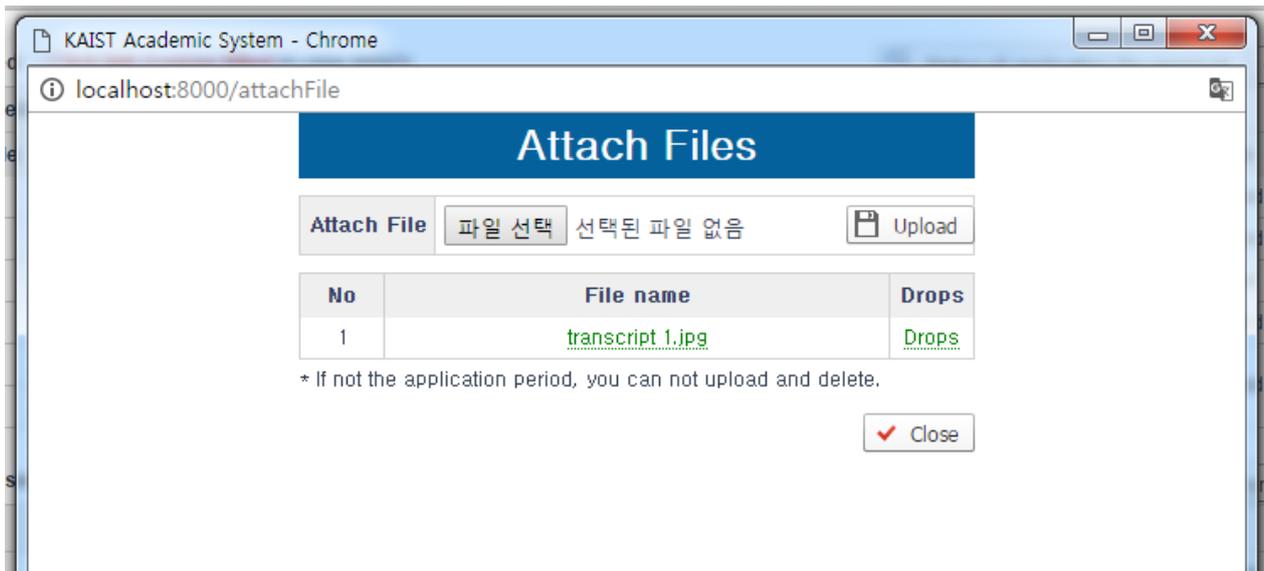
[ Basic information ]

Student ID	Name	High school	Korea Science Academy	Contact	010-...
Notice	<p>* Application period: within the first semester of enrollment            * Eligible to apply: Undergraduate program            * Attached files: transcript of all three years of high school            * Apply for adviser approval after registering for every course which needs to be approved.            * You must upload your transcript and submit the official copy of your transcript to the Academic Registrar's Team/College of Business.            * When your application is returned, you must register after "deleting" the corresponding contents.</p>				
credits completed before admission			credits approved by KAIST		
Course Code/ Course No(*)	[ Search ] [ ] [ ]		Course Code/ Course No	[ ] / [ ]	
Course title in Korean	[ ]		Course title in Korean	[ ]	
Course title in English	[ ]		Course title in English	[ ]	
Credits	Grades(*)	[ ]	Credits	Grades(*)	[ ]
Year(*)	Semester(*)	[ ]	Year/Semester	[ ] / [ ]	Course type

※ For AP, you must upload your transcript to apply for credit approval.

#### How to Register

1. Upload your transcript.
  - . Click the "Attach File(Transcript)" button and a pop-up screen as shown below will be created.



- . Only image files in jpg, png, gif and tif formats are attachable.
  - . The file should be smaller than 2Mbytes.
  - . How to upload a transcript
    1. Click "Choose File" and then your transcript file.
    2. After clicking on your transcript file, click the "upload" button to upload it.
  - . The uploaded transcript information is shown on a list.
  - . When you click the file name, the transcript is downloaded.
  - . When you click the "Drops" link, the transcript is deleted.
  - . When the application period is over, you can only download the transcript.
- ※ You must submit the official copy of the transcript attached to the Academic Registrar's Team (Daejeon Campus) /College of Business (Seoul Campus).
2. Click "New".
  3. Click "Search" button for "credits completed before admission", and a pop-up screen as shown below is created. You can search courses which are eligible.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=ap\_search&hs\_code=1#

### Search for course

**courses completed before admission(AP)**

credits completed before admission					credits approved by KAIST						Select
Course Code	Course No	Course title	Course type	Credits	Department	Course Code	Course No	Course title	Course type	Credits	
			Basic Required	3	Department of Mathematical Sciences				Basic Required	3	Select
			Basic Required	3	Department of Mathematical Sciences				Basic Required	3	Select
			Basic Elective	3	Department of Mathematical Sciences				Basic Elective	3	Select
			Basic Elective	3	Department of Mathematical Sciences				Basic Elective	3	Select
			Basic Required	3	Physics				Basic Required	3	Select

**Selected contents**

	Department	Course Code	Course No	Course title	Course type	Credits
<b>credits completed before admission</b>	Advanced Placement				Basic Required	3
<b>credits approved by KAIST</b>	Department of Mathematical Sciences				Basic Required	3

**Selection complete**

3-1. After checking "credits completed before admission" and "credits approved by KAIST", choose the course(s) you are going to apply for.

3-2. After confirming the details of the course(s) you are applying for on "Selected contents", click "Selection complete".

3-3 After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/Enter, and the pop-up screen closes.

4. Enter Grades, Year, Semester.

5. After modifying the entries eligible for Choose/Enter, click Apply/Save.

### Modify

1. Click the course title link from "courses applied".
2. When you click the link, you can view the course details.
3. After modifying the entry eligible for Choose/Enter, click Apply/Save.

✘ You can only modify AP courses.

✘ You cannot modify courses which your adviser has already Approved/Returned.

✘ You cannot modify course details which have already been set up through the pop-up screen.

## 2. Individual Advanced Placement Program

Details of courses AP Attached File(Transcript) + New Save

[ Basic information ]

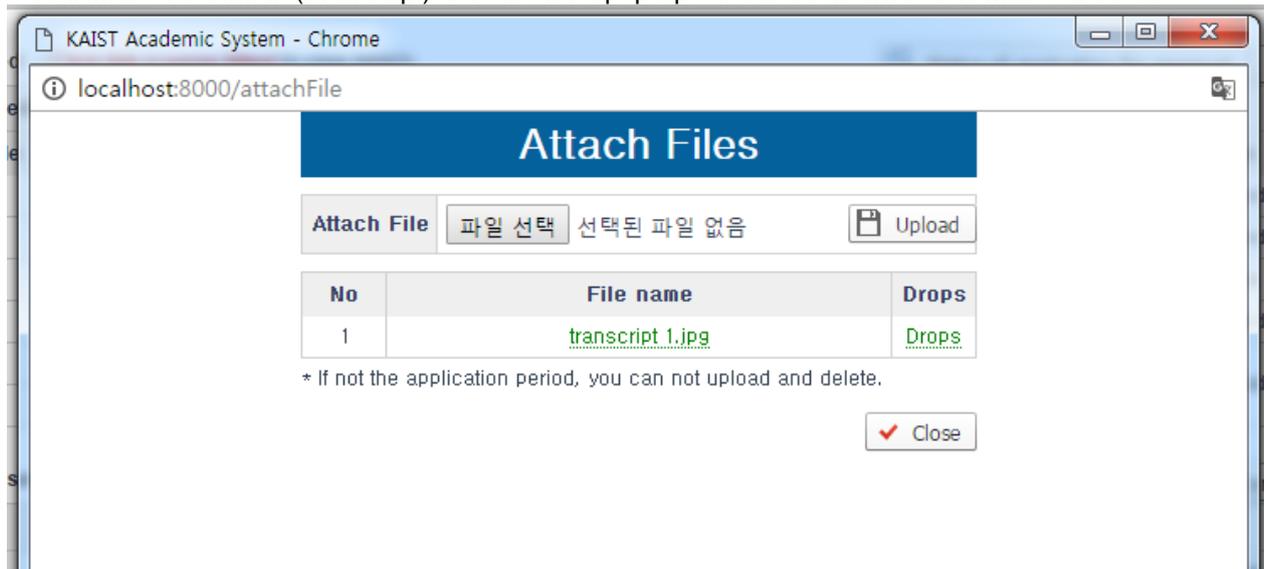
Student ID	20000000000000000000	Name	김민준	High school	Korea Science Academy	Contact	010-11-1111-1111
Notice	<p>* Application period: within the first semester of enrollment            * Eligible to apply: Undergraduate program            * Attached files: transcript of all three years of high school            * Korea Science Academy can choose to enter grade while Seoul Science High School, Gyeonggi Science High School for the Gifted, and Daegu Science High School receive S            * When one completes DNA Science and Molecular Biology at Korea Science Academy, both credits are approved and the substitution course at KAIST is 'BIS222 Molecular and Cellular Biology'.            When only one course is completed, it is approved as 3 credits of free elective.            (Applies to Freshmen since 2012. Students who entered before 2012 are subject to the AP system at the time of their enrollment.)            * Apply for adviser approval after registering for every course which needs to be approved.            * You must upload your transcript and submit the official copy of your transcript to the Academic Registrar's Team/College of Business.            * When your application is returned, you must register after "deleting" the corresponding contents.</p>						
credits completed before admission				credits approved by KAIST			
Course Code/ Course No(*)	<input type="text"/>	Course Code/ Course No	<input type="text"/>				
Course title in Korean	<input type="text"/>	Course title in Korean	<input type="text"/>				
Course title in English	<input type="text"/>	Course title in English	<input type="text"/>				
Credits	<input type="text"/>	Grades(*)	<input type="text"/>	Credits	<input type="text"/>	Grades(*)	<input type="text"/>
			Year/Semester	<input type="text"/>	Course type	<input type="text"/>	

※ For AP, you must upload your transcript to apply for credit approval.

### How to Register

1. Upload your transcript.

. Click the "Attach File(Transcript)" button and a pop-up screen as shown below will be created.



. Only image files in jpg, png, gif and tif formats are attachable.

. The file should be smaller than 2Mbytes.

. How to upload a transcript

1. Click "Choose File" and then your transcript file.

2. After clicking on your transcript file, click the "upload" button to upload it.

. The uploaded transcript information is shown on a list.

. When you click the file name, the transcript is downloaded.

. When you click the "Drops" link, the transcript is deleted.

. When the application period is over, you can only download the transcript.

※ You must submit the official copy of the transcript attached to the Academic Registrar's Team (Daejeon Campus) /College of Business (Seoul Campus).

2. Click "New".

3. Click "Search" button for "credits completed before admission", and a pop-up screen as shown below is created. You can search courses which are eligible.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=ap\_search&hs\_code=1#

### Search for course

**courses completed before admission(AP)**

credits completed before admission					credits approved by KAIST						Select
Course Code	Course No	Course title	Course type	Credits	Department	Course Code	Course No	Course title	Course type	Credits	
MA101	101	Calculus I	Basic Required	3	Department of Mathematical Sciences	MA101	101	Calculus I	Basic Required	3	Select
MA102	102	Calculus II	Basic Required	3	Department of Mathematical Sciences	MA102	102	Calculus II	Basic Required	3	Select
MA103	103	Calculus III	Basic Elective	3	Department of Mathematical Sciences	MA103	103	Calculus III	Basic Elective	3	Select
MA104	104	Calculus IV	Basic Elective	3	Department of Mathematical Sciences	MA104	104	Calculus IV	Basic Elective	3	Select
PH101	101	Physics I	Basic Required	3	Physics	PH101	101	Physics I	Basic Required	3	Select

**Selected contents**

	Department	Course Code	Course No	Course title	Course type	Credits
<b>credits completed before admission</b>	Advanced Placement	MA101	101	Calculus I	Basic Required	3
<b>credits approved by KAIST</b>	Department of Mathematical Sciences	MA101	101	Calculus I	Basic Required	3

**Selection complete**

3-1. After checking "credits completed before admission" and "credits approved by KAIST", choose the course(s) you are going to apply for.

3-2. After confirming the details of the course(s) you are applying for on "Selected contents", click "Selection complete".

3-3 After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/Enter, and the pop-up screen closes.

4. After modifying the entries eligible for Choose/Enter, click Apply/Save.

#### Modify

1. Click the course title link from "courses applied".
2. When you click the link, you can view the course details.
3. After modifying the entry eligible for Choose/Enter, click Apply/Save.

✘ You can only modify AP courses.

✘ You cannot modify courses which your adviser has already Approved/Returned.

✘ You cannot modify course details which have already been set up through the pop-up screen.

### 3. Mutually Recognized/Cross-Registration/Honor

[ Basic information ]						
Type	Honor Student	Name	Department	Contact	010-2610-2222	
Undergraduate degree	Student ID 20110101	Department	School of Electrical Engineering	Student type	No classification (undergraduate)	
Masters program	Student ID 20110101	Department	School of Electrical Engineering	Student type	State scholarship student	
Notice	* Eligible to apply: Student(s) who enrolled in a master's program with Honors recorded on the history of changes to academic record under an undergraduate program student ID number as well as 3.7 or higher undergraduate CGPA * Application period: Until the last day of school of the last semester of the Master's program (Integrated master's/doctoral program participants should apply within the first two semesters/before entering a doctoral program) * Enter transfer semester GPA as same as the undergraduate GPA (correspondence courses not applicable, must be same courses) * Can apply for 500 to 800-level (except for research courses) graduate courses (unrelated to the credits completed during undergraduate studies) * You must talk to the professor in charge of the curriculum to proceed with the approval process. * After everything is approved by the professor in charge of the curriculum, apply for approval from your advisor. * When your application is returned, you must register after "deleting" the corresponding contents.					
credits completed before admission				credits approved by KAIST		
Course code/ Course No	<input type="text"/> / <input type="text"/>	Course code/ Course No	<input type="text"/> / <input type="text"/>	Professor in charge of curriculum	<input type="text"/>	
Course title in Korean	<input type="text"/>		Course title in Korean	<input type="text"/>		
Course title in English	<input type="text"/>		Course title in English	<input type="text"/>		
Year/Semester	<input type="text"/> / <input type="text"/>	Course type	<input type="text"/>	Year/Semester	<input type="text"/> / <input type="text"/>	Course type
Credits	<input type="text"/>	Grades	<input type="text"/>	Credits	<input type="text"/>	Grades

### How to Register

1. Click "New".
2. Click the "Search" button in "credits completed before admission", and a pop-up screen as shown below is created. You can search eligible courses among the credits which you acquired during the undergraduate program.

credits completed before admission

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=mutual\_search&credit\_sect\_detail=2&subject\_n

### Search for course

**courses completed before admission(mutually recognized/cross-registration)**

No	Department	Course Code	Course No	Course title	Instructor	Year	Semester	Credits	Grades	Select
1	School of Electrical Engineering					2015	Fall	3	A+	Select
2	School of Electrical Engineering					2016	Spring	1	S	Select
3	School of Electrical Engineering					2016	Spring	3	A+	Select

**Professor information**

Instructor:

※ Total : 1

No	Name of professor	Department	Tenure status	Select
1		School of Electrical Engineering	Active	Select

**Selected contents**

Department	Course Code	Course No	Course title	Course type	Year	Semester	Credits	Grades	Instructor
School of Electrical Engineering				Elective(Graduate)	2015	Fall	3	A+	(School of Electrical Engineering)

Selection complete

2-1. Choose the courses you are applying for.

2-2. When you choose a course, you can view the adviser, and if he/she is teaching that semester, he/she will automatically be selected.

※ If he/she is not teaching that semester, enter the name of the professor you will get approval from on the "Adviser" entry, and search for and select the professor.

2-3. After confirming the details of the courses you are applying for and the professor on "Chosen Courses", click "Selection complete".

2-4 After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/Enter, and the pop-up screen closes.

3. Click "Apply/Save".

#### 4. Bridge Program

Details of courses BP + New Save

[ Basic information ]

Student ID	20...	Name	이정민	Contact	010-3-...	
Notice	* Application period: within the first semester of enrollment * Eligible to apply: Undergraduate program					
credits completed before admission			credits approved by KAIST			
Course code/ Course No(*)	<input type="text"/>	<input type="text"/>	Course code/ Course No	<input type="text"/>	<input type="text"/>	
Course title in Ko rean	<input type="text"/>		Course title in Ko rean	<input type="text"/>		
Course title in En glish	<input type="text"/>		Course title in En glish	<input type="text"/>		
Credits	<input type="text"/>	Grades	<input type="text"/>	Credits	<input type="text"/>	
			Year/Semester	<input type="text"/> / <input type="text"/>	Course type	<input type="text"/>

### How to Register

1. Click "New".
2. Click the "Search" button in "credits completed before admission", and a pop-up screen as shown below is created. You can see the details of the completed Bridge Program credits.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=bp\_search#

### Search for course

**courses completed before admission(BP)**

No	Department	Course Code	Course No	Course title	Course type	Credits	Grades	Select
1	Physics	PH101	PH101	Classical Mechanics	Other Elective	3	A0	<a href="#">Select</a>
2	Chemistry	CH107	CH107	Coll. Chemistry	Other Elective	3	B+	<a href="#">Select</a>
3	Department of Mathematical Sciences	MAS100	MAS100	Linear Algebra	Other Elective	3	A0	<a href="#">Select</a>

**Selected contents**

Department	Course Code	Course No	Course title	Course type	Credits	Grades
Physics	PH101	PH101	Classical Mechanics	Other Elective	3	A0

Selection complete

- 2-1. Choose the course(s) you are applying for.
- 2-2. After confirming the details of the courses you are applying for and the professor in "Chosen Courses", click "Selection complete".
- 2-3 After you click "Selection complete", among the entries of both "credits completed before admission"

and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/Enter, and the pop-up screen closes.  
 3. Click "Apply/Save".

### 5. Audited

Details of courses audited + New Save

[ Basic information ]

Student ID	2010100	Name	김민준	Contact	010-5111-7101
Department	Physics	Academic program	Integrated master's/doctoral program (master's)	Student classification	State scholarship student
Notice	* Application period: Apply within five years of a semester during which you have earned credits.				
credits completed before admission			credits approved by KAIST		
Student ID number when audited	<input type="text"/>	<input type="button" value="Search"/>	Course Code/ Course No	<input type="text"/>	<input type="text"/>
Course Code/ Course No	<input type="text"/>		Professor in charge of curriculum	<input type="text"/>	
Course title in Korean	<input type="text"/>		Course title in Korean	<input type="text"/>	
Course title in English	<input type="text"/>		Course title in English	<input type="text"/>	
Credits	<input type="text"/>	Grades	<input type="text"/>	Credits	<input type="text"/>
Year/Semester	<input type="text"/>		Year/Semester	<input type="text"/>	Course type
					<input type="text"/>

### How to Register

1. Click "New".
2. Enter "Student ID Number for Auditing" and click "Search" then a pop-up screen as shown below is created. You can see the details of the completed credits under your Student ID number.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=audit\_search&audit\_student\_no=...

### Search for course

**courses completed before admission(Audited)**

No	Department	Course Code	Course No	Course title	Instructor	Year	Semester	Credits	Grades	Select
1	Physics					2011	Fall	3.0	A+	Select
2	Department of Humanities & Social Sciences			Advanced Electromagne		2011	Fall	3.0	A-	Select

**Professor information**

Instructor:

※ Total : 1

No	Name of professor	Department	Tenure status	Select
1		School of Humanities & Social Sciences	Active	Select

**Selected contents**

Department	Course Code	Course No	Course title	Course type	Year	Semester	Credits	Grades	Instructor
Department of Humanities & Social Sciences				Humanities & Social Elective	2011	Fall	3.0	A-	(School of Humanities & Social Sciences)

Selection complete

2-1. Choose the courses you are applying for.

2-2. When you choose the course, you can view the adviser, and if he/she is teaching that semester, he/she will be automatically selected.

※ If he/she is not teaching that semester, enter the name of the professor you will get approval from on the "Adviser" entry, and search for and select the professor.

2-3. After confirming the details of the course(s) you are applying for and the professors on "Chosen Courses", click "Selection complete".

2-4. After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/Enter, and the pop-up screen closes.

3. Click "Apply/Save".

## 6. Transfer to another Department

Details on transfer to another department + New Save

[ Basic information ]

Student ID	20	Name		Contact	010-
Department	Department of Mechanical Engineering	Academic program	Undergraduate program	Student classification	No classification (undergraduate)
Notice	* Eligible to apply: Student who applied for transfer to another department on the history of changes to academic record. * You can apply after your new department advisor is assigned.				
credits completed before admission			credits approved by KAIST 1		
Course Code/ Course No	<input type="text"/> Search <input type="text"/>	Course Code/ Course No	<input type="text"/> Search <input type="text"/>		
Course title in Korean	<input type="text"/>	Professor in charge of curriculum	<input type="text"/>		
Course title in English	<input type="text"/>	Course title in Korean	<input type="text"/>		
Credits	<input type="text"/>	Grades	<input type="text"/>		
Year/Semester	<input type="text"/> / <input type="text"/>	Course type	<input type="text"/>	Credits	<input type="text"/>
				Grades	<input type="text"/>
				Year/Semester	<input type="text"/> / <input type="text"/>
				Course type	<input type="text"/>

+ Add - Remove

## How to Register

1. Click "New".
2. Click the "Search" button in "credits completed before admission", and a pop-up screen as shown below is created. You can view the course details there.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=pre\_CHMajor\_search#

### Search for course

**courses completed before admission(Transfer to another department)**

No	Department	Course Code	Course No	Course title	Instructor	Year	Semester	Credits	Grades	Select
1	Physics					2013	Spring	1.0	B+	Select
2	Chemistry					2013	Spring	3.0	B-	Select
3	Physics					2013	Spring	3.0	C+	Select

**Selected contents**

Department	Course Code	Course No	Course title	Course type	Year	Semester	Credits	Grades
Physics	1	F		Basic Required	2013	Spring	1.0	B+

Selection complete

- 2-1. Choose the courses you are applying for.
- 2-2. After confirming the details of the courses you are applying for in "Chosen Courses", click "Selection complete".
- 2-3. After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST", the corresponding course details are set on "Grade" and "Approved year/semester" entries, and the pop-up screen closes.
3. After entering the "Course Code/Course Number" in "credits approved by KAIST", click "Search". A pop-up screen as shown below appears, and you can see the courses which have been entered.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=CHMajor\_search#

### Search for course

**Substitute Info.**

No	Department	Course Code	Course No	Course title	Instructor	Year	Semester	Credits	Select
1	Civil and Environmental Engineering					2012	Fall	3.0	Select
2	Civil and Environmental Engineering					2010	Fall	3.0	Select
3	Civil and Environmental Engineering					2009	Summer	3.0	Select

**Professor information**

Instructor:

※ Total : 1

No	Name of professor	Department	Tenure status	Select
1		Department of Civil and Environmental Engineering	Active	Select

**Selected contents**

Department	Course Code	Course No	Course title	Course type	Year	Semester	Credits	Instructor
Civil and Environmental Engineering				Elective(Graduate)	2012	Fall	3.0	(Department of Civil and Environmental Engineering)

Selection complete

3-1. Select the substitute course(s).

3-2. When you choose a course, you can view the adviser, and if he/she is teaching that semester, he/she will be automatically selected.

※ If he/she is not teaching that semester, enter the name of the professor you will get approval from on the "Adviser" entry, and search for and select the professor.

3-3. After confirming the details of the courses you are applying for and the professor in "Chosen Courses", click "Selection complete".

3-4. After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/Enter, and the pop-up screen closes.

#### 4. Add/Remove Substitute Courses

4-1. Click "Add" to create a substitute course entry.

4-2. Click "Remove" to delete the final entry created in the Substitute Course entry. When there is only one entry, you cannot remove it.

5. Click "Apply/Save".

※ When the final staff approves so that credit transfer is completed, the grade gets replaced by that of the substitute course.

## 7. Credit Approval for PhD candidates who have changed departments

Details on transferable credits for PhD candidates who have changed departments + New Save

[ Basic information ]

Student ID	201	Name		Contact	010
Department	Graduate School of Knowledge Service Engineering	Academic program	Integrated master's/doctoral program (doctoral)	Student classification	KAIST scholarship student
Notice	* Eligible to apply: Student who enrolled in a doctoral program after graduating a master's program at KAIST				
credits completed before admission			credits approved by KAIST 1		
Course Code/ Course No	<input type="text"/> / <input type="text"/>	Course Code/ Course No	<input type="text"/> / <input type="text"/>		
Course title in Korean	<input type="text"/>	Professor in charge of curriculum	<input type="text"/>		
Course title in English	<input type="text"/>	Course title in Korean	<input type="text"/>		
Credits	<input type="text"/>	Grades	<input type="text"/>	Course title in English	<input type="text"/>
Year/Semester	<input type="text"/> / <input type="text"/>	Course type	<input type="text"/>	Credits	<input type="text"/>
				Grades	<input type="text"/>
				Year/Semester	<input type="text"/> / <input type="text"/>
				Course type	<input type="text"/>

+ Add x Remove

### How to Register

1. Click "New".
2. Click the "View" button in "credits completed before admission", and a pop-up screen as shown below is created. You can view completed course details earned under a previous Master's Program ID number.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=pre\_OtherMajorDoc\_search#

### Search for course

**courses completed before admission(PhD candidates who have changed departments)**

No	Department	Course Code	Course No	Course title	Instructor	Year	Semester	Credits	Grades	Select
1	General Required	41-000		E		2013	Spring	0.0	S	Select
2	Department of Computer Science					2013	Spring	3.0	A-	Select

**Selected contents**

Department	Course Code	Course No	Course title	Course type	Year	Semester	Credits	Grades
General Required	41-000			General Required	2013	Spring	0.0	S

Selection complete

- 2-1. Choose the courses you are applying for.
- 2-2. After confirming the details of the courses you are applying for in "Chosen Course(s)", click "Selection complete".
- 2-3. After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST", the corresponding course details are set on "Grade" and "Approved year/semester" entries, and the pop-up screen closes.
3. After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/enter, and the pop-up screen closes.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=CHMajor\_search#

### Search for course

**Substitute Info.**

No	Department	Course Code	Course No	Course title	Instructor	Year	Semester	Credits	Select
1	Civil and Environmental Engineering					2012	Fall	3.0	Select
2	Civil and Environmental Engineering					2010	Fall	3.0	Select
3	Civil and Environmental Engineering					2009	Summer	3.0	Select

**Professor information**

Instructor:

※ Total : 1

No	Name of professor	Department	Tenure status	Select
1		Department of Civil and Environmental Engineering	Active	Select

**Selected contents**

Department	Course Code	Course No	Course title	Course type	Year	Semester	Credits	Instructor
Civil and Environmental Engineering				Elective(Graduate)	2012	Fall	3.0	(Department of Civil and Environmental Engineering)

Selection complete

3-1. Choose Correspondence Courses.

3-2. When you choose the course, you can view the adviser, and if he/she is teaching that semester, he/she will be automatically selected.

※ If he/she is not teaching that semester, enter the name of the professor you will get approval from in the "Adviser" entry, and search for and select the professor.

3-3. After confirming the details of the courses you are applying for and the professor in "Chosen Courses", click "Selection complete".

3-4 After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/Enter, and the pop-up screen closes.

4. Add/Remove Correspondence Course

4-1. Click "Add" to create a Correspondence Course entry.

4-2. Click "Remove" to delete the final entry created in the Correspondence Course entry. When there is only one entry, you cannot remove it.

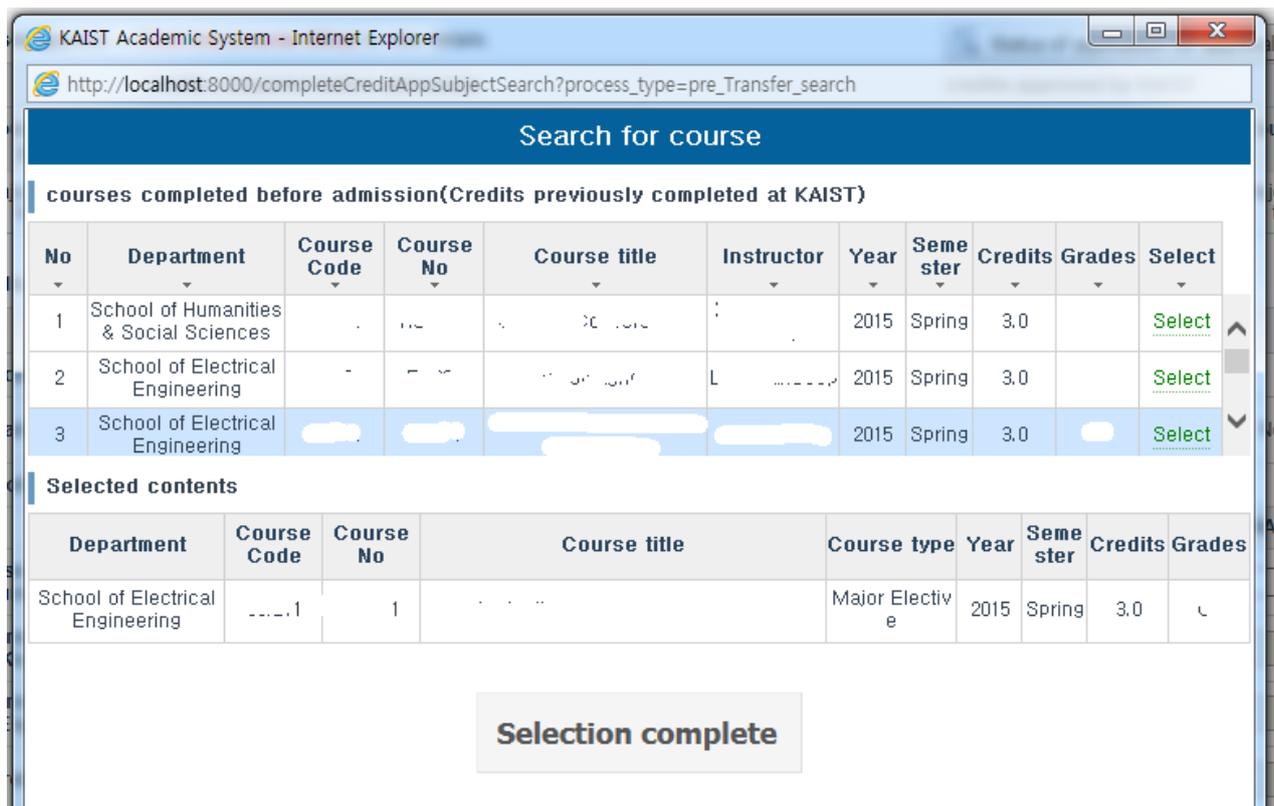
5. Click "Apply/Save".

## 8. Credits previously completed at KAIST

[ Basic information ]							
Student ID	20	Name		Contact	010-...		
Department	School of Freshman	Academic program	Undergraduate program	Student classification	No classification (undergraduate)		
Notice	* Eligible to apply: Enrolled student has a previous student ID number (not a previous master's program ID number)						
credits completed before admission				credits approved by KAIST			
Course Code/ Course No	<input type="text"/> / <input type="text"/>	Course Code/ Course No	<input type="text"/> / <input type="text"/>				
Course title in Korean	<input type="text"/>	Professor in charge of curriculum	<input type="text"/>				
Course title in English	<input type="text"/>	Course title in Korean	<input type="text"/>				
Credits	<input type="text"/>	Grades	<input type="text"/>	Course title in English	<input type="text"/>		
Year/Semester	<input type="text"/> / <input type="text"/>	Course type	<input type="text"/>	Credits	<input type="text"/>	Grades	<input type="text"/>
				Year/Semester	<input type="text"/> / <input type="text"/>	Course type	<input type="text"/>

### How to Register

1. Click "New".
2. Click the "Search" button in "credits completed before admission", and a pop-up screen as shown below is created. You can view completed course details earned under the previous Student ID number which matches the Resident Registration number of the current Student ID number (not the previous Master's program ID number and the current Student ID number).



- 2-1. Choose the courses you are applying for.
- 2-2. After confirming the details of the courses you are applying for in "Chosen Course(s)", click "Selection complete".
- 2-3. After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST", the corresponding course details are set on "Grade" and "Approved year/semester" entries, and the pop-up screen closes.
3. After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/enter, and the pop-up screen closes.

KAIST Academic System - Chrome

localhost:8000/completeCreditAppSubjectSearch?process\_type=CHMajor\_search#

### Search for course

**Substitute Info.**

No	Department	Course Code	Course No	Course title	Instructor	Year	Semester	Credits	Select
1	Civil and Environmental Engineering					2012	Fall	3.0	Select
2	Civil and Environmental Engineering					2010	Fall	3.0	Select
3	Civil and Environmental Engineering					2009	Summer	3.0	Select

**Professor information**

Instructor:

※ Total : 1

No	Name of professor	Department	Tenure status	Select
1		Department of Civil and Environmental Engineering	Active	Select

**Selected contents**

Department	Course Code	Course No	Course title	Course type	Year	Semester	Credits	Instructor
Civil and Environmental Engineering				Elective(Graduate)	2012	Fall	3.0	(Department of Civil and Environmental Engineering)

Selection complete

3-1. Choose Correspondence Courses.

3-2. When you choose the course, you can view the adviser, and if he/she is teaching that semester, he/she will be automatically selected.

※ If he/she is not teaching that semester, enter the name of the professor you will get approval from in the "Adviser" entry, and search for and select the professor.

3-3. After confirming the details of the courses you are applying for and the professor in "Chosen Courses", click "Selection complete".

3-4 After you click "Selection complete", among the entries of both "credits completed before admission" and "credits approved by KAIST" the chosen course details are set as ineligible to Choose/Enter, and the pop-up screen closes.

4. Click "Apply/Save".

End.

# Apply School register change

## 1. Purpose and Background of Applying for Changes to Registration Status

Students currently enrolled or on a leave of absence may apply for changes to their registration status through the system, e.g. a leave of absence, an extension of their leave of absence, academic reinstatement, dispatch (for studying abroad) without a leave of absence, or voluntary withdrawal.

## 2. Menu

Registration Status > Apply for Changes to Registration Status

## 3. Authorized Users

All the students currently enrolled or on a leave of absence

## 4. Display and Explanation

### a. Registration status change list

List of school register changes → If you click [the link\(Details on type of status change\)](#), you can view the details.

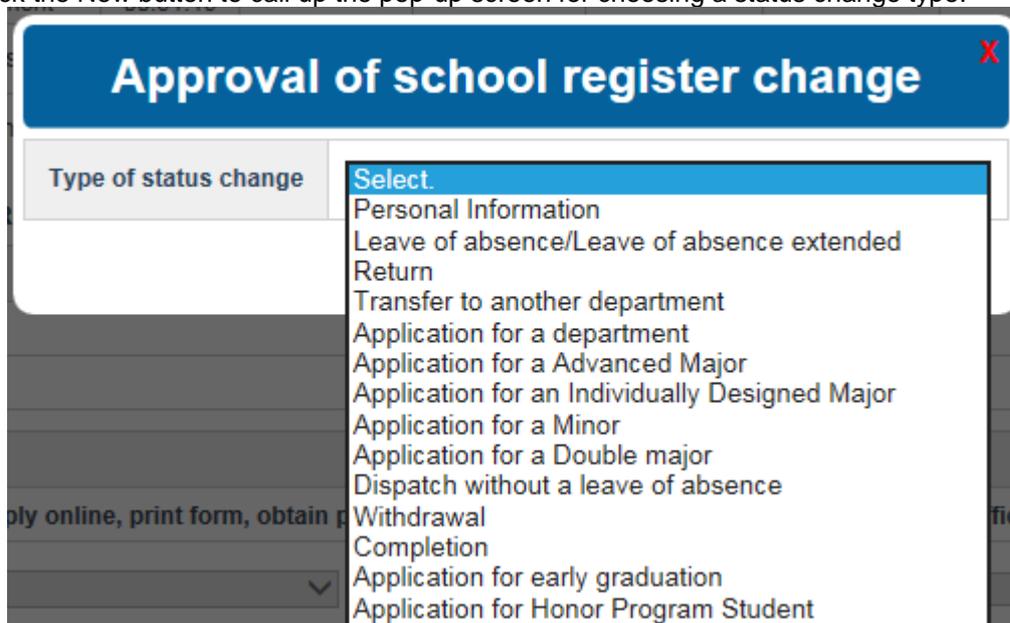
[+ New](#)

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
1	Application for a department	Application for a department	2016/12/11 18:20:42		-		인문대학공학과	대학공학 전공 변경	인문	Cancellation completed	2016/12/12	
2	Application for a department	Application for a department	2016/12/12 08:31:18	2017/02/07	-	인문대학 (2016년4학)	인문대학공학과	재입학신청-합격됨		Complete		
3	Change of advisor	Advisor	2017/02/03 11:16:44	2017/02/07	-	박지현 (1508)	김민준(1998)			Complete		
4	Dean's List	None	2017/06/01 23:40:34	2017/06/01	-		인문대학공학과	Dean's List		Complete		

- You can view details of changes to your registration status applied for and approved.

### b. Applying for changes to registration status

- Click the New button to call up the pop-up screen for choosing a status change type.



- Choose the status change type you want to apply for and then click the Newly Apply button.

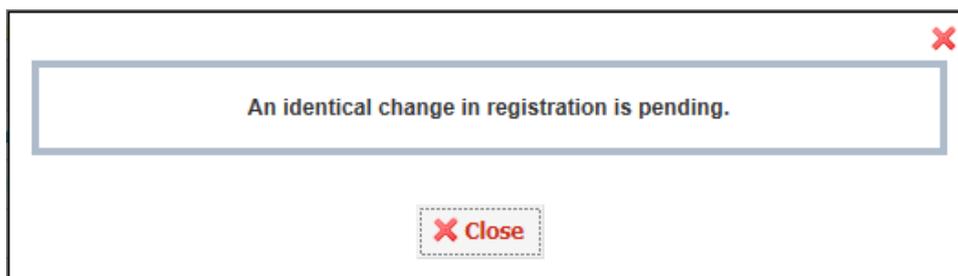
### [Personal Information]

(1) Application

- After clicking the New button, choose Personal Information on the pop-up screen for registration status changes and then click the Newly Apply button.

- Only students currently enrolled or on a leave of absence may apply for a change in their registration status.

- If there is already the same registration status change being applied for, the following message is output:



\* Detailed status change type – when applying for a name change

[ Input record ]					
Notice	* Apply online, print form, obtain permission from person in charge, and submit form to Office of Academic Registrar.				
Details on type of status change(*)	Name	Kor. Name(*)	Eng. Name(*)	First Name :	Last Name :
Contact details for sponsor(*)					
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB				
	Attached File 1		찾아보기...	delete	
	Attached File 2		찾아보기...	delete	
	Attached File 3		찾아보기...	delete	
	Attached File 4		찾아보기...	delete	
	Attached File 5		찾아보기...	delete	

- Choose the detailed status change type, “Name”.
- Enter the name in full to be changed in both Korean and English (required).
- Enter the contact information of your parents (required).
- Upload the attached file(s) (required).
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Click the Apply (Save) button to complete the application.

\* Detailed status change type – when applying for a resident registration number change

[ Input record ]			
Notice	* Apply online, print form, obtain permission from person in charge, and submit form to Office of Academic Registrar.		
Details on type of status change(*)	Social number	Registration number(*)	
Contact details for sponsor(*)			
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB		
	Attached File 1		찾아보기... delete
	Attached File 2		찾아보기... delete
	Attached File 3		찾아보기... delete
	Attached File 4		찾아보기... delete
	Attached File 5		찾아보기... delete

- Choose the detailed status change type, “Resident Registration Number”.
- Enter the resident registration number to be changed (required).
- Enter the contact information of your parents (required).
- Upload the attached file(s) (required).
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Click the Apply (Save) button to complete the application.

\* Detailed status change type - when applying for a nationality change

[ Input record ]			
Notice	* Apply online, print form, obtain permission from person in charge, and submit form to Office of Academic Registrar.		
Details on type of status change(*)	Nationality	Nationality(*)	Select.
Contact details for sponsor(*)			
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB		
	Attached File 1		찾아보기... delete
	Attached File 2		찾아보기... delete
	Attached File 3		찾아보기... delete
	Attached File 4		찾아보기... delete
	Attached File 5		찾아보기... delete

- Choose the detailed status change type, "Nationality".
- Enter the nationality to be changed (required).
- Enter the contact information of your parents (required).
- Upload the attached file(s) (required).
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Click the Apply (Save) button to complete the application.

### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before the final person in charge approves it.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the "Cancel Application" link on the registration status change list.

## [Leave of Absence/Extension of Leave of Absence]

### (1) Application

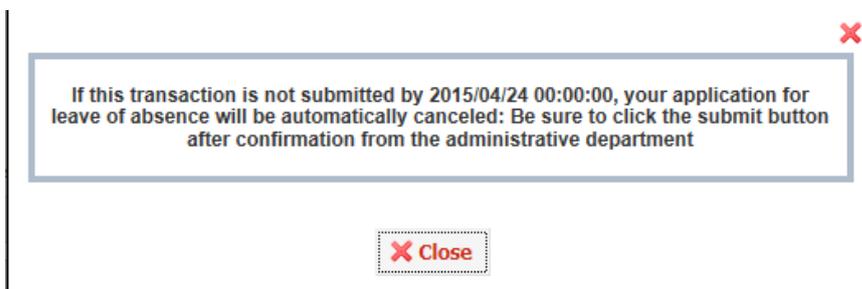
school register changes(Leave of absence/Extend leave of absence) Detail + New Application (Save)

[ Basic input information ]					
Details on type of status change(*)	Select. ▾	* A day before the deadline will not be able to apply online. * The deadline to apply is available offline until a day before. (Download form : <a href="#">Academic Forms</a> )			
Start year	<input type="text"/>	Start semester	<input type="text"/>	Start date(*)	<input type="text"/> [Notation]
End year(*)	Select. ▾	End semester(*)	select. ▾	End date	<input type="text"/>
Visa issuance (foreigners)	<input type="text"/>	Reason	<input type="text"/>		
Name of sponsor(*)	<input type="text"/>	Address of sponsor(*)	<input type="text"/>		
Contact details for sponsor(*)	※ If you are a graduate-level general scholarship student, enter the chair of your department as sponsor.				
Mobile phone (change contact details)	010-2977-2176	E-Mail	forcemua@kaist.ac.kr	Type of military service	Not applicable. ▾
* Total size of attached file(s) : 0 MB / 10 MB					
Attach file(*)	Attached File 1	<input type="text"/>	찾아보기...	Cancel	
	Attached File 2	<input type="text"/>	찾아보기...	Cancel	
	Attached File 3	<input type="text"/>	찾아보기...	Cancel	
	Attached File 4	<input type="text"/>	찾아보기...	Cancel	
	Attached File 5	<input type="text"/>	찾아보기...	Cancel	
※ MILITARY LEAVE: Notice of enlistment ※ ENTREPRENEURIAL LEAVE: Certified copy of corporate registration ※ MATERNITY OR PARENTAL LEAVE: Certificate of birth or family relationship ※ LEAVE DUE TO ILLNESS: Medical certificate. ※ To reduce storage of personal data on PCs, you may upload no more than 5 image files (jpg, gif, png, tif) up to 10MB.					
[ Payment input information ]					
Payment transaction type(*)	Select. ▾				

- After clicking the New button, choose Leave of Absence on the pop-up screen for registration status changes and then click the Newly Apply button.
- Among the detailed status change types, only the ones you can apply for based on the academic calendar are displayed.
- Once you have chosen a detailed status change type, the starting year, the starting semester and the starting day are automatically set and you can only change the starting day.
- Once you have chosen the ending year and the ending semester, the ending day is automatically set and you cannot change it.
- If you are a foreigner, you must enter your visa number.
- When choosing General Leave of Absence (Other) among the detailed status change types, you must enter the items of reasons for choosing it.
- It is necessary to enter guarantor information.
- After clicking the Change Contact Information link, you can modify your mobile phone number and/or email information.
- The items for a student's military classification may differ according to the conditions pertinent to his situation. You can choose the relevant item(s).
- The part of processing the paid tuition fees includes the Unpaid Tuition Fees/Scholarships and Fee Remissions item, the Apply for Carry-over item, and the Apply for Tuition Refund item.
- In the case of the Unpaid Tuition Fees/Scholarships and Fee Remissions item, you must enter an attached file containing the bank account number, the name of the account holder, and a copy of the

bankbook (passbook).

- You must upload the attached file(s) depending on the type of leave of absence, and you can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- If you press the Apply button after entering the relevant items, you can see informative phrases including the submission deadline after checking the conditions for a leave of absence.



(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list.

(4) Submission

- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list (except in the case of extending your leave of absence).

[Reinstatement]

(1) Application

School register change(Reinstatement) detail + New Application (Save)

[ Basic input information ]

Notice	<p>* For reinstatement, applicaiton is completed when student get approvals from an advisor and the dean of departments.                  * Student should apply it after they must obtain a guarantor(sponsor)'s approval.                  * The guarantor for graduate-level general scholarship students must be part of the affiliated organization, and for graduate-level government/KAIST scholarships students/undergraduate students must be parents.</p>																						
Details on type of status change(*)	Select. <input type="button" value="v"/>																						
Start year	<input type="text"/>	Start semester	<input type="text"/>																				
Start date(*)	<input type="text"/>																						
Visa type (foreigners)	Select. <input type="button" value="v"/>	Reason	<input type="text"/>																				
Name of sponsor(*)	<input type="text"/>	Address of sponsor(*)	<input type="text"/> <input type="button" value="Q"/>																				
Sponsor contact details(*)	<p>※ If you are a graduate-level general scholarship student, enter the chair of your institution as sponsor.                  ※ If the student is a foreigner, you should fill in one of your parents as a sponsor.</p>																						
Mobile phone (change contact details)	<input type="text"/>	E-Mail	<input type="text"/>																				
Attach file(*)	<p>* Total size of attached file(s) : 0 MB / 10 MB</p> <table border="1"> <tr><td>Attached File 1</td><td><input type="text"/></td><td>찾아보기...</td><td>Cancel</td></tr> <tr><td>Attached File 2</td><td><input type="text"/></td><td>찾아보기...</td><td>Cancel</td></tr> <tr><td>Attached File 3</td><td><input type="text"/></td><td>찾아보기...</td><td>Cancel</td></tr> <tr><td>Attached File 4</td><td><input type="text"/></td><td>찾아보기...</td><td>Cancel</td></tr> <tr><td>Attached File 5</td><td><input type="text"/></td><td>찾아보기...</td><td>Cancel</td></tr> </table> <p>※ If you are a student returning after military discharge, you must attach a certified copy of military discharge or resident registration                  ※ If you are a student who has not reported to the Academic Registrar's team as a foreign national, please attach a certified copy of alien registration                  ※ To reduce storage of personal data on PCs, you may upload no more than 5 image files (jpg, gif, png, tif) up to 10MB.</p>			Attached File 1	<input type="text"/>	찾아보기...	Cancel	Attached File 2	<input type="text"/>	찾아보기...	Cancel	Attached File 3	<input type="text"/>	찾아보기...	Cancel	Attached File 4	<input type="text"/>	찾아보기...	Cancel	Attached File 5	<input type="text"/>	찾아보기...	Cancel
Attached File 1	<input type="text"/>	찾아보기...	Cancel																				
Attached File 2	<input type="text"/>	찾아보기...	Cancel																				
Attached File 3	<input type="text"/>	찾아보기...	Cancel																				
Attached File 4	<input type="text"/>	찾아보기...	Cancel																				
Attached File 5	<input type="text"/>	찾아보기...	Cancel																				

- After clicking the New button, choose Reinstatement on the pop-up screen for registration status changes and then click the Newly Apply button.
- Among the detailed status change types, only the ones you can apply for based on the academic calendar are displayed.
- Once you have chosen a detailed status change type, the starting year, the starting semester and the starting day are automatically set and you can change none of them.
- If you are a foreigner, you must enter your visa number.
- It is necessary to enter guarantor information.

- After clicking the Change Contact Information link, you can modify your mobile phone number and/or email information.
- You must upload the attached file(s) depending on the detailed status change type, and you can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- After entering the relevant items, click the Apply button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

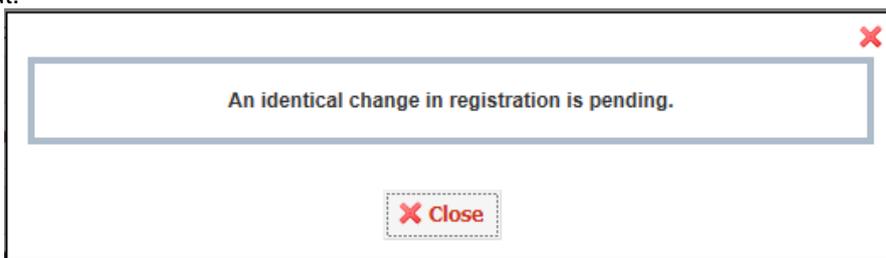
- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list.

## [Transfer to another Department]

(1) Application

[ Input record ]				
Notifications	* You must upload the application form approved by your guarantor. - Form for guarantor approval : Download - Undergraduate, Government scholarship, KAIST scholarship students must obtain one of your parents signature. - General scholarship students must obtain the official seal of the applicable affiliated organization. * Interviews with your current advisor and the new advisor from the desired department are mandatory. * You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.			
Details on type of status change(*)	Transfer to another departmer	Chang Department(*)	Select.	new advising professor(*)
Reason	<input type="text"/>			
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB			
	Attached File 1		찾아보기...	delete
	Attached File 2		찾아보기...	delete
	Attached File 3		찾아보기...	delete
	Attached File 4		찾아보기...	delete
	Attached File 5		찾아보기...	delete

- After clicking the New button, choose Transfer to another Department on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose the department you want to transfer to.
- If you choose the department you want to transfer to, you can view a list of academic advisers in the department you are applying for.
- You must choose an adviser in the department you are applying for after consultation with your present department and professor.
- Enter the reason(s) for transferring to another department.
- You must upload an application form containing your guarantor’s signature as an attached file.
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or

if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

(4) Submission

- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Applying for a Department]

(1) Application

[ Input record ]			
Notice	* You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.		
Details on type of status change(*)	Application for a department	Intended Major(*)	Select.
Reason(s) for Application			

- After clicking the New button, choose Apply for Department on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- Choose the department you want to apply for.
- If you choose School of Business and Technology Management in terms of the department you want to apply for, choose the second department you want to apply for as well.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list.

(4) Submission

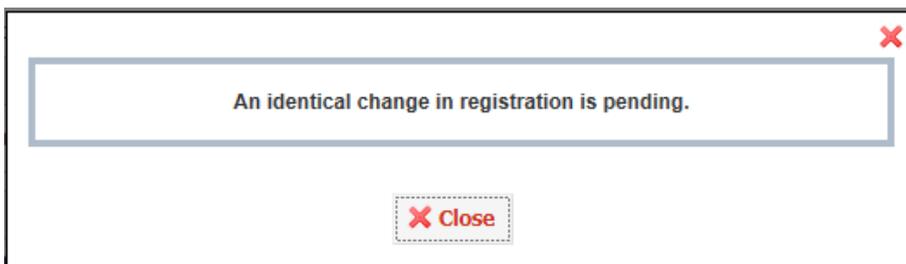
- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Advanced Major]

(1) Application

[ Input record ]	
Notifications	* You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.
Details on type of status change(*)	Application for a Advanced Major
Reason	

- After clicking the New button, choose Advanced Major on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose the detailed status change type you want to apply for and enter the reason(s) for applying for it.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

(4) Submission

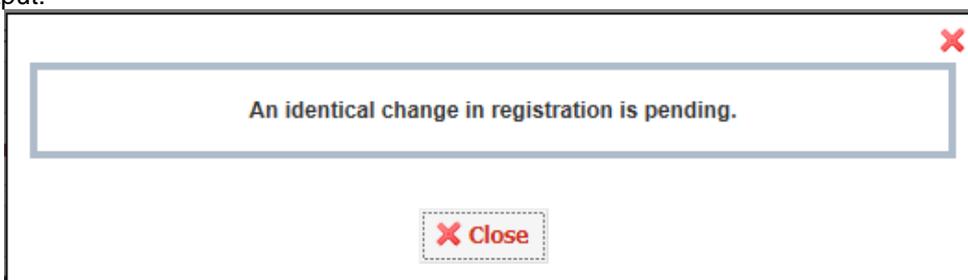
- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Individually Designed Major]

(1) Application

[ Input record ]	
Notifications	* You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.
Details on type of status change(*)	<input type="text" value="Application for an Individually Designed Major"/>
Reason	<input type="text"/>

- After clicking the New button, choose Individually Designed Major on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose the detailed status change type you want to apply for and enter the reason(s) for applying for it.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

(4) Submission

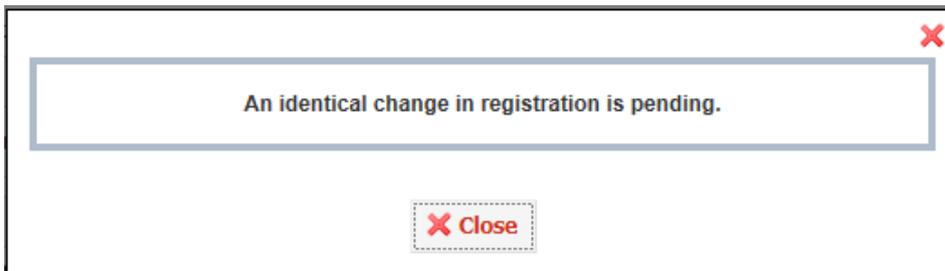
- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Minor]

### (1) Application

[ Input record ]	
Notifications	* You can check your approval status by clicking the "Details on type of status change" button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.
Details on type of status change(*)	Within range <input type="button" value="v"/> Minor(*) <input type="button" value="Select."/> <input type="button" value="v"/>
Reason	<input type="text"/>

- After clicking the New button, choose Minor on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose the detailed status change type you want to apply for and enter the reason(s) for applying for it.
- Click the Apply (Save) button to complete the application.

### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the "Cancel Application" link on the registration status change list before submission.

### (4) Submission

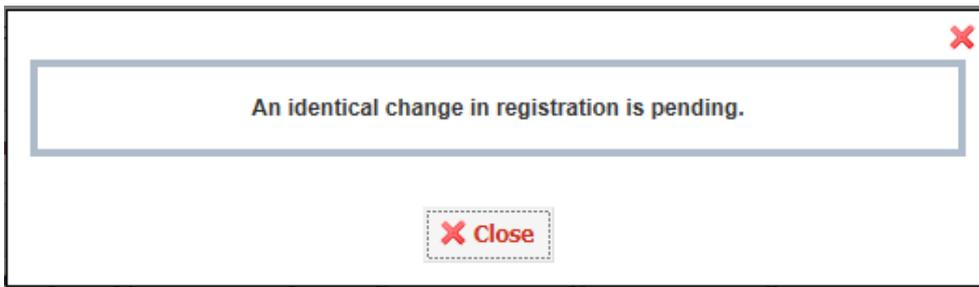
- At the submission stage, submit your application for the registration status change by clicking the "Submit" link on the registration status change list.

## [Double Major]

### (1) Application

[ Input record ]	
Notifications	* You can check your approval status by clicking the "Details on type of status change" button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.
Details on type of status change(*)	Within range <input type="button" value="v"/> Double major(*) <input type="button" value="Select."/> <input type="button" value="v"/>
Reason	<input type="text"/>

- After clicking the New button, choose Double Major on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose the detailed status change type you want to apply for and enter the reason(s) for applying for it.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

(4) Submission

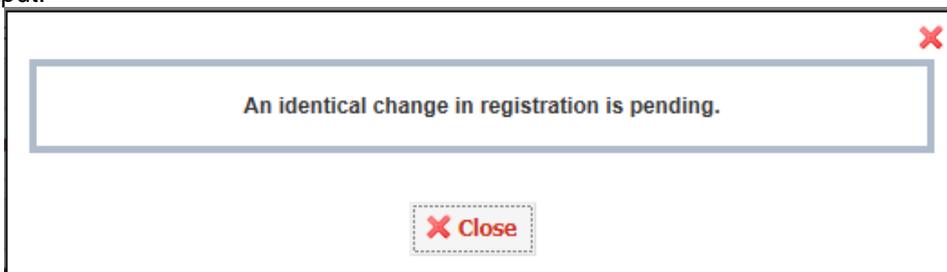
- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Interdisciplinary Major]

(1) Application

[ Input record ]	
Notifications	<p>* You can check your approval status by clicking the “Details on type of status change” button.            After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline.            * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.</p>
Details on type of status change(*)	<p>Graduation from affiliated department (interdisciplinary) Intended Major(*) Select</p>
Completion Plan for Interdisciplinary Major	<p></p>
Reason	<p></p>

- After clicking the New button, choose Interdisciplinary Major on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose a detailed status change type and an interdisciplinary major you want to apply for and then enter your interdisciplinary major completion plan.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

### (4) Submission

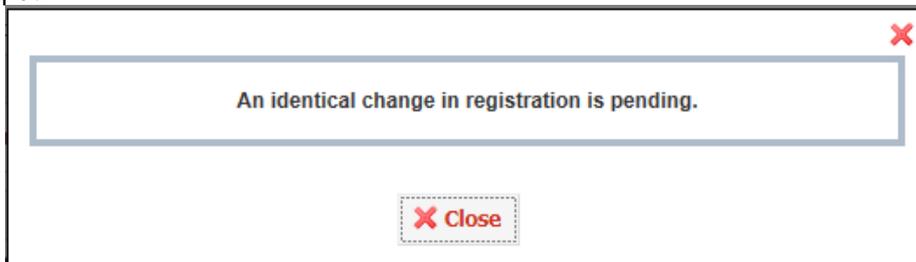
- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Changing My Organization]

### (1) Application

[ Input record ]			
Notifications	* You must upload the application form approved by your guarantor. - Form for guarantor approval : Download - Undergraduate, Government scholarship, KAIST scholarship students must obtain one of your parents signature. - General scholarship students must obtain the official seal of the applicable affiliated organization. * You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online.		
Details on type of status change(*)	Change of affiliated organization	Institution(*)	<input type="text"/>
Reason	<input type="text"/>		
Sponsor name(*)	<input type="text"/>	Relation of sponsor(*)	Select
Sponsor Zipcode(*)	<input type="text"/>	Sponsor Addr. (*)	<input type="text"/>
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB		
	Attached File 1	찾아보기...	delete
	Attached File 2	찾아보기...	delete
	Attached File 3	찾아보기...	delete
	Attached File 4	찾아보기...	delete
	Attached File 5	찾아보기...	delete

- After clicking the New button, choose Change My Organization on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Enter the detailed status change type, the reason(s) for the intended change, and the guarantor information.
- Search for and view your organization through a pop-up screen and then choose it.
- You must upload an application form containing your guarantor’s signature as an attached file.
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Click the Apply (Save) button to complete the application.

### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

### (4) Submission

- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Changing the Student Classification]

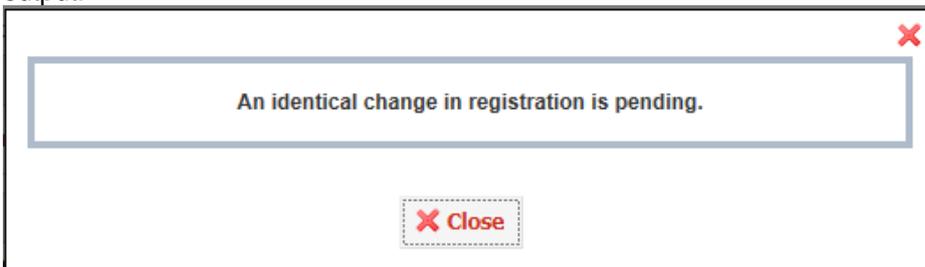
### (1) Application

[ Basic Information ]					
Name	YunWon Kang	Course	Master's program	Department / Major	Bio and Brain Engineering
Contact	01040256300	Mobile	010-8987-0616	E-Mail	kangdc1126@kaist.ac.kr
Entrance date	2016/03/01	Student classification	State scholarship student		

[ Input record ]																						
Notifications	* You must upload the application form approved by your guarantor. - Form for guarantor approval : Download - Undergraduate, Government scholarship, KAIST scholarship students must obtain one of your parents signature. - General scholarship students must obtain the official seal of the applicable affiliated organization. * You can check your approval status by clicking the "Details on type of status change" button. After obtaining approval from all relevant professors and administrative staff, you must submit it online.																					
Details on type of status change(*)	Change to student classification	Student classification(*) Select																				
Reason																						
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB <table border="1"> <tr> <td>Attached File 1</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> <tr> <td>Attached File 2</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> <tr> <td>Attached File 3</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> <tr> <td>Attached File 4</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> <tr> <td>Attached File 5</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> </table>		Attached File 1		찾아보기...	delete	Attached File 2		찾아보기...	delete	Attached File 3		찾아보기...	delete	Attached File 4		찾아보기...	delete	Attached File 5		찾아보기...	delete
Attached File 1		찾아보기...	delete																			
Attached File 2		찾아보기...	delete																			
Attached File 3		찾아보기...	delete																			
Attached File 4		찾아보기...	delete																			
Attached File 5		찾아보기...	delete																			
[ Payment input information ]																						
Payment transaction type(*)	Select	✓ Estimated payment																				

- After clicking the New button, choose Change Student Classification on the pop-up screen for registration status changes and then click the Newly Apply button.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Enter the detailed status change type, the reason(s) for the intended change, and the guarantor information.
- You must upload an application form containing your guarantor's signature as an attached file.
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Click the Apply (Save) button to complete the application.

### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the "Cancel Application" link on the registration status change list before submission.

### (4) Submission

- At the submission stage, submit your application for the registration status change by clicking the "Submit" link on the registration status change list.

## [Dispatch without a Leave of Absence]

### (1) Application

Application (Save)

school register changes(No leave of absence ) Detail

[ Basic input information ]

Notice	* Students who live in dormitory should apply "Moving out(Halfway)" on the <a href="#">KAIST Dormitory System</a> before students apply leave of absence/withdrawal/dispatch without a leave if absence * Please confirm that applying for Earning Credit Hours-Abroad(excluding Research Credits) or Dual degree-Abroad(including Research Credits) of dispatch without leave of absence, you cannot transfer credit for research credits.				
Details on type of status change(*)	Select. <input type="text"/>				
Start year(*)	Select. <input type="text"/>	Start semester(*)	Select. <input type="text"/>	Start date(*)	<input type="text"/>
End year(*)	Select. <input type="text"/>	End semester(*)	Select. <input type="text"/>	End date(*)	<input type="text"/>
Host institution(*)	Type: <input type="text"/>	Name of host institution (country and address):			
	Select. <input type="text"/>				
Contact details:					
<input type="text"/>					
Mobile phone (change contact details)		E-Mail		Type of military service	Not applicable. <input type="text"/>
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB				
	Attached File 1	<input type="text"/>	찾아보기...	Cancel	
	Attached File 2	<input type="text"/>	찾아보기...	Cancel	
	Attached File 3	<input type="text"/>	찾아보기...	Cancel	
	Attached File 4	<input type="text"/>	찾아보기...	Cancel	
	Attached File 5	<input type="text"/>	찾아보기...	Cancel	
<small>           ※ Documentation attached as evidence of studies at another university            ※ To reduce storage of personal data on PCs, you may upload no more than 5 image files (jpg, gif, png, tif) up to 10MB.         </small>					

- After clicking the New button, choose Dispatch without a Leave of Absence on the pop-up screen for registration status changes and then click the Newly Apply button.
- Choose one program as a detailed status change type from among the Thesis Research Program, the Credit Acquisition Program, the Dual Degree Program, and the Internship Program.
- If you choose the starting year and the starting semester, the semester starting day will be automatically set as the starting day, and you can change the starting day.
- If you choose the ending year and the ending semester, the semester ending day will be automatically set as the ending day, and you can change the ending day.
- Enter all the information on the institution where you will study.
- After clicking the Change Contact Information link, you can modify your mobile phone number and/or email information.
- Your military classification may be changed according to your situation. Choose the relevant item(s).
- You must upload the attached file(s) depending on the detailed status change type, and you can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- After entering the item(s), click the Apply button to complete the application.

### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the "Cancel Application" link on the registration status change list.

### (4) Submission

- At the submission stage, submit your application for the registration status change by clicking the "Submit" link on the registration status change list.

## [Voluntary Withdrawal]

### (1) Application

Application (Save)

school register changes(No leave of absence ) Detail

[ Basic input information ]					
Notice	* Students who live in dormitory should apply 'Moving out(Halfway)' on the <a href="#">KAIST Dormitory System</a> before students apply leave of absence/withdrawal/dispatch without a leave if absence * Please confirm that applying for Earning Credit Hours-Abroad(excluding Research Credits) or Dual degree-Abroad(including Research Credits) of dispatch without leave of absence, you cannot transfer credit for research credits.				
Details on type of status change(*)	Select. <input type="button" value="v"/>				
Start year(*)	Select. <input type="button" value="v"/>	Start semester(*)	Select. <input type="button" value="v"/>	Start date(*)	<input type="text"/>
End year(*)	Select. <input type="button" value="v"/>	End semester(*)	Select. <input type="button" value="v"/>	End date(*)	<input type="text"/>
Host institution(*)	Type: <input type="button" value="v"/>	Name of host institution (country and address):			
	Select. <input type="button" value="v"/>	<input type="text"/>			
Contact details:					
<input type="text"/>					
Mobile phone (change contact details)		E-Mail		Type of military service	Not applicable. <input type="button" value="v"/>
* Total size of attached file(s) : 0 MB / 10 MB					
Attach file(*)	Attached File 1	<input type="text"/>	찾아보기...	Cancel	
	Attached File 2	<input type="text"/>	찾아보기...	Cancel	
	Attached File 3	<input type="text"/>	찾아보기...	Cancel	
	Attached File 4	<input type="text"/>	찾아보기...	Cancel	
	Attached File 5	<input type="text"/>	찾아보기...	Cancel	
※ Documentation attached as evidence of studies at another university ※ To reduce storage of personal data on PCs, you may upload no more than 5 image files (jpg, gif, png, tif) up to 10MB.					

- After clicking the New button, choose Voluntary Withdrawal on the pop-up screen for registration status changes and then click the Newly Apply button.
- Choose a detailed status change type without fail.
- If you choose the starting year and the starting semester, the semester starting day will be automatically set as the starting day, and you can change the starting day.
- If you are a foreigner, you must enter your visa number.
- It is necessary to enter guarantor information.
- After clicking the Change Contact Information link, you can modify your mobile phone number and/or email information.
- The items for a student's military classification may differ according to the conditions pertinent to his situation. You can choose the relevant item(s).
- The part of processing the paid tuition fees includes the Unpaid Tuition Fees/Scholarships and Fee Remissions item, the Apply for Carry-over item, and the Apply for Tuition Refund item. In the case of the Unpaid Tuition Fees/Scholarships and Fee Remissions item, you must enter an attached file containing the bank account number, the name of the account holder, and a copy of the bankbook (passbook).
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Before applying for it, you must confirm the details of returned benefit payments by clicking the Return Benefit Payment button.
- If you press the Apply button after entering the relevant items, you can see informative phrases including the submission deadline.

### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the "Cancel Application" link on the registration status change list.

### (4) Submission

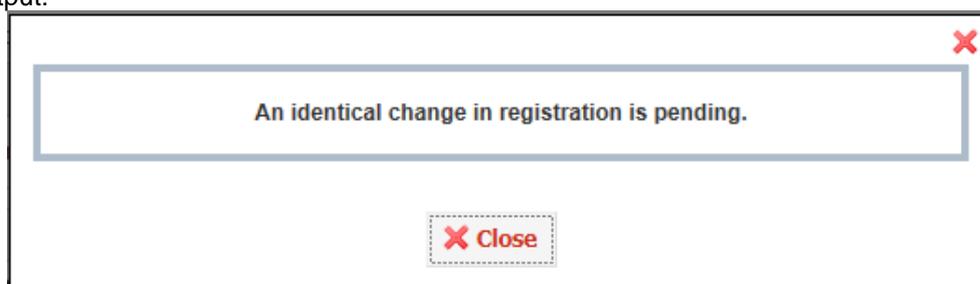
- At the submission stage, submit your application for the registration status change by clicking the "Submit" link on the registration status change list.

## [Completion]

### (1) Application

[ Input record ]							
Notifications	* You can check your approval status by clicking the "Details on type of status change" button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.						
Details on type of status change(*)	Completion	Number of Copies(*)	0	Scheduled time for graduation(*)	select select	Highest English proficiency score obtained	
Reason	<input type="text"/>						

- After clicking the New button, choose Course Completion on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose or enter the detailed status change type, the number of copies to be applied for, the scheduled time for graduation, and the highest English proficiency score obtained.
- Click the Apply (Save) button to complete the application.

### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the "Cancel Application" link on the registration status change list before submission.

### (4) Submission

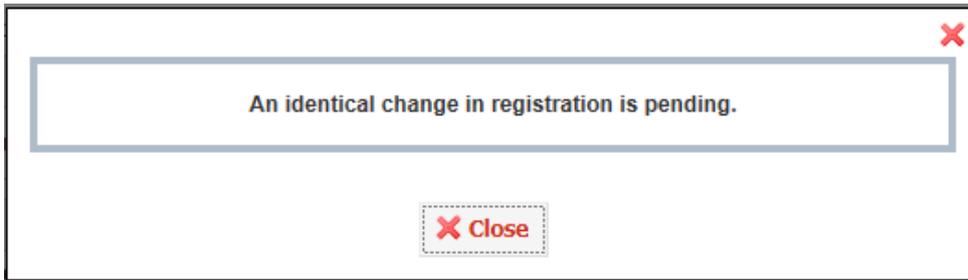
- At the submission stage, submit your application for the registration status change by clicking the "Submit" link on the registration status change list.

## [Early Graduation]

### (1) Application

[ Input record ]					
Notifications	* You can check your approval status by clicking the "Details on type of status change" button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.				
Details on type of status change(*)	Application for early gr:	Desired graduation year(*)	2017	Desired graduation semester (*)	2nd semester
Reason	<input type="text"/>				

- After clicking the New button, choose Early Graduation on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose a detailed status change type and enter the reason(s) for applying for it.
- The desired graduation year and the desired graduation semester are automatically set.
- Click the Apply (Save) button to complete the application.

#### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

#### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

#### (4) Submission

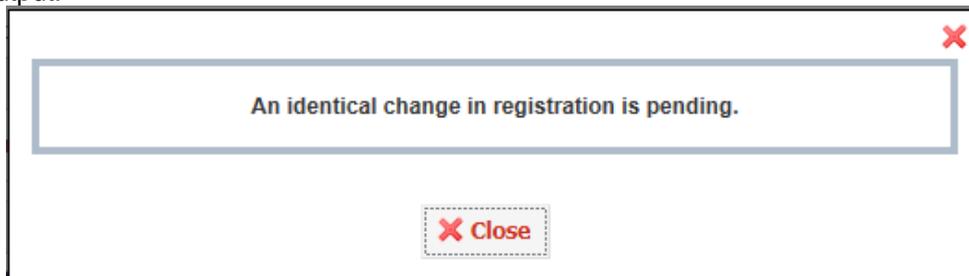
- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Applying for Part-Time Student Status]

### (1) Application

[ Input record ]				
Notifications	* You must upload the application form approved by your guarantor. - Form for guarantor approval : Download - Undergraduate, Government scholarship, KAIST scholarship students must obtain one of your parents signature. - General scholarship students must obtain the official seal of the applicable affiliated organization. * You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online.			
Detail on type of status change(*)	Application for Part-tim	Starting day of the application period(*)	2018/02/26	Ending day of the application period
Reason				
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB			
	Attached File 1		찾아보기...	delete
	Attached File 2		찾아보기...	delete
	Attached File 3		찾아보기...	delete
	Attached File 4		찾아보기...	delete
	Attached File 5		찾아보기...	delete

- After clicking the New button, choose Apply for Part-Time Student Status on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- The starting day of the application period is automatically set and entered as the starting day of the semester.
- Choose the detailed status change type to be applied for and enter the ending day of the application period and the reason(s) for applying for it.

- You must enter an application form containing the signature of the head of your organization as an attached file.
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

(4) Submission

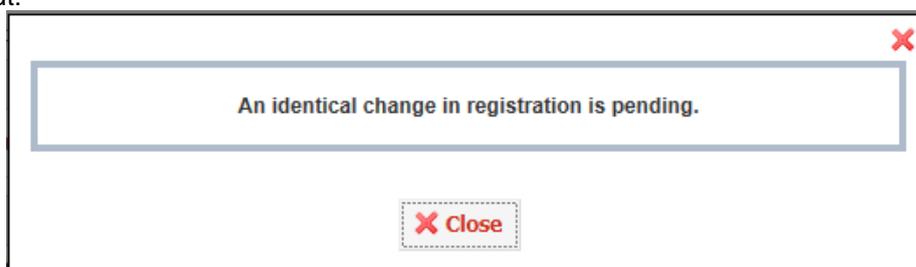
- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Applying for Full-Time Student Status]

### (1) Application

[ Input record ]																							
Notifications	* You must upload the application form approved by your guarantor. - Form for guarantor approval : Download - Undergraduate, Government scholarship, KAIST scholarship students must obtain one of your parents signature. - General scholarship students must obtain the official seal of the applicable affiliated organization. * You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online.																						
Detail on type of status change(*)	Application for Full-Tim	Starting day of the application period(*)	2018/02/26																				
Ending day of the application period																							
Reason																							
Attach file(*)	* Total size of attached file(s) : 0 MB / 10 MB <table border="1"> <tr> <td>Attached File 1</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> <tr> <td>Attached File 2</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> <tr> <td>Attached File 3</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> <tr> <td>Attached File 4</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> <tr> <td>Attached File 5</td> <td></td> <td>찾아보기...</td> <td>delete</td> </tr> </table>			Attached File 1		찾아보기...	delete	Attached File 2		찾아보기...	delete	Attached File 3		찾아보기...	delete	Attached File 4		찾아보기...	delete	Attached File 5		찾아보기...	delete
Attached File 1		찾아보기...	delete																				
Attached File 2		찾아보기...	delete																				
Attached File 3		찾아보기...	delete																				
Attached File 4		찾아보기...	delete																				
Attached File 5		찾아보기...	delete																				

- After clicking the New button, choose Apply for Full-Time Student Status on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- The starting day of the application period is automatically set and entered as the starting day of the semester.
- Choose the detailed status change type and enter the ending day of the application period and the reason(s) for applying for it.
- You must enter an application form containing the signature of the head of your organization as an attached file.
- You can upload only the attached files with one of these file extensions: jpg, gif, png and tif.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.

- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

(4) Submission

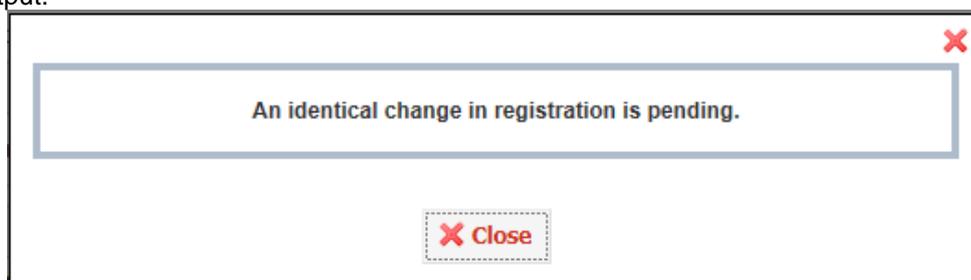
- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Coursework Master’s Degree]

(1) Application

[ Input record ]			
Notifications	* You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline.		
Detail on type of status change(*)	Application for Coursew	Reason	

- After clicking the New button, choose Coursework Master’s Degree on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.
- If there is already the same registration status change being applied for, the following message is output:



- Choose the detailed status change type and enter the reason(s) for applying for it.
- Click the Apply (Save) button to complete the application.

(2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

(3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

(4) Submission

- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

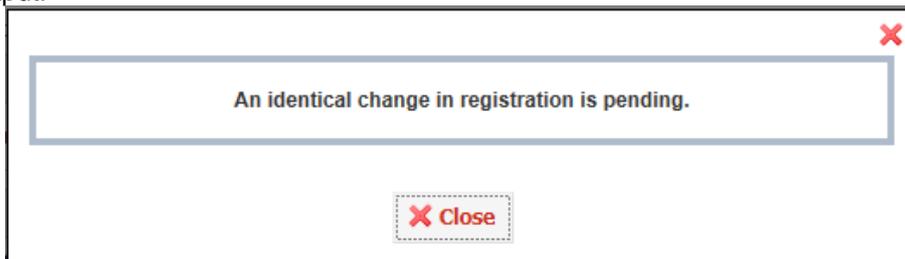
## [Applying for an Honor Program]

(1) Application

[ Input record ]			
Notifications	* You can check your approval status by clicking the “Details on type of status change” button. After obtaining approval from all relevant professors and administrative staff, you must submit it online before the specified deadline. * Please be aware that if you fail to submit by the deadline, your application will be cancelled automatically.		
Detail on type of status change(*)	Application for Honor F	Reason	

- After clicking the New button, choose Apply for Honor Program on the pop-up screen for registration status changes and then click the Newly Apply button.
- If now is not the time included in the application period, a message is output.
- If it is not what you can apply for, a message is output.

- If there is already the same registration status change being applied for, the following message is output:



- Choose the detailed status change type and enter the reason(s) for applying for it.
- Click the Apply (Save) button to complete the application.

### (2) Viewing and modifying detailed information

- You can search for and view detailed information on the application for the registration status change and the approval progress status thereof before final approval or cancellation thereof.
- You can modify the content of your application for the registration status change before cancellation or if the first person in charge has not undertaken the approval process yet.

### (3) Canceling the application

- You can cancel your application for the registration status change by clicking the “Cancel Application” link on the registration status change list before submission.

### (4) Submission

- At the submission stage, submit your application for the registration status change by clicking the “Submit” link on the registration status change list.

## [Approval Progress Status of the Application for Registration Status Change]

Processing status for approval of school register change

#### \* [Notifications]

- Leave of Absence/Dropping Out : The first professor's Interview(Opinion) is mandatory.
- Extend Leave of Absence/Reinstatement/Dispatch without leave of absence : Interview is not mandatory.

Type	Status of progress	Approval date	Name(Position) of person in charge	E-mail/phone of person in charge
Academic adviser			Yuk, Jong (School/Department of Materials Science & Engineering)	yongn@unist.ac.kr 0542-380-3327
Chairperson/Dean			Lee, Hyuck-Min(Department of Materials Science & Engineering)	hyuckminlee@unist.ac.kr 0542-380-3338
Medical expenses			Lee, Sangjong(Scholarship & Welfare)	sees@unist.ac.kr 0542-380-2177
Dormitory			LEE, SUNGJUN(Student Life Team) YONGCHUNG, KJ(Student Life Team)	yongch@unist.ac.kr 0542-380-1341 kychung@unist.ac.kr 0542-350-1342
Scholarship aid			Wan, Sup, (School/Scholarship & Welfare)	wansup@unist.ac.kr 0542-380-0738
Payment			Lee, Dong-Ho(Academic Registrar's Team) CHOI, JINHEE(Academic Registrar's Team)	hdlee@unist.ac.kr 0542-380-2395 choi@unist.ac.kr 0542-380-2387
Person in charge of department			Lee, Yoon-Jeong(Department of Materials Science & Engineering) Noh, Soo-Jeong(Department of Materials Science & Engineering)	yjeong@unist.ac.kr 0542-350-3300 nohs@unist.ac.kr 0542-380-3302
Submitted by student			lee, hyunjong	hyj27@unist.ac.kr
Final person in charge			POO, Mi-Hyang(Academic Registrar's Team) Lee, Mihee(Academic Registrar's Team)	mihyangpoo@unist.ac.kr 0542-380-2388 mihee@unist.ac.kr 0542-350-3304

-“Waiting”, “Passed”, “Returned”, “Canceled”, “Shelved”, “Approved”, or “Submitted” is indicated in the Progress Status screen.

- If “Shelved” is indicated, you can confirm the content of shelving by clicking [View Content].
- In the case of the first professor approval, [Personal meeting] is indicated in the Progress Status screen, and you can confirm the content of the personal meeting by moving the mouse pointer.
- As for the content of anything completed, canceled or returned, each date of processing is shown on the date of approval.

## c. Canceling the completion of registration status changes

- ※ You can cancel the completion of only any change in your registration status such as in the case of an

advanced major, individually designed major, minor, interdisciplinary major, coursework master's degree or integrated master's and doctoral degree program.

## [Canceling the Completion of Application for Advanced Major]

### (1) Application

- You can view the details of the registration status change only when there are application details of the advanced major applied for. Click the Cancel Completion link of the details you want to cancel.

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
5	Application for a Advanced Major	Application for a Advanced Major	2019-03-05 12:05:35	2019-03-05	-			이전 학과에서 ...		Complete	cancellation of the completion	

- After entering the reason(s) for canceling it, click the Apply button to complete the application for cancellation of the completion.

Application for cancellation of the completion ✕

Reason for cancellation

- Click the Apply for Cancellation (Save) button [marked with No. 3] to complete the application for cancellation thereof.

### (2) Detailed information

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
1	Application for a Advanced Major [cancellation of the completion]	Application for a Advanced Major	2019-03-05 12:05:35	2019-03-05	-			이전 학과에서 ...			Withdrawal of application	Submit

- By clicking the Status Change Type link, you can search for and view details of such application and the approval progress status of the application for the registration status change.

### (3) Withdrawing the application

- Click the Withdraw Application link to withdraw the application for cancellation.

### (4) Submission

- After completion of approval by the professors and the administrative department, you must submit the application through the system.

## [Canceling the Completion of Application for Individually Designed Major]

### (1) Application

- You can view the details of the registration status change only when there are application details of the individually designed major applied for. Click the Cancel Completion link of the details you want to cancel.

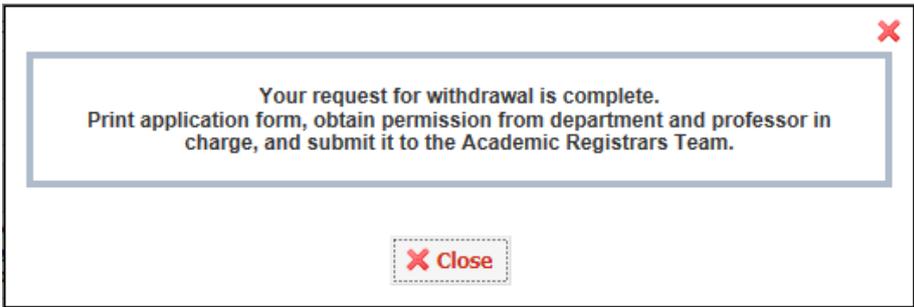
No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
8	Application for a n Individually Design ed Major	Application for an Individually Design ed Major	2019-03-05 11:29:42	2019-03-05	-			이전 학과에서 ...		Complete	cancellation of the completion	

- After entering the reason(s) for canceling it, click the Apply button to complete the application for cancellation of the completion.

Application for cancellation of the completion ✕

Reason for cancellation

- Click the Apply for Cancellation (Save) button [marked with No. 3] to complete the application for cancellation thereof.



(2) Detailed information

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
1	Application for an Individually Designed Major [cancellation of the completion]	Application for an Individually Designed Major	20180303 11:39:42	20180301	-			등록학번: 20180303113942			Withdrawal of application	Submit

- By clicking the Status Change Type link, you can search for and view details of such application and the approval progress status of the application for the registration status change.

(3) Withdrawing the application

- Click the Withdraw Application link to withdraw the application for cancellation.

(4) Submission

- After completion of approval by the professors and the administrative department, you must submit the application through the system.

[Canceling the Completion of Application for a Minor]

(1) Application

- You can view the details of the registration status change only when there are application details of the minor applied for. Click the Cancel Completion link of the details you want to cancel.

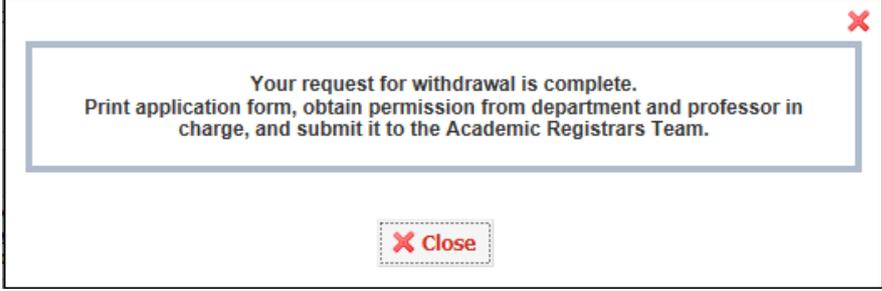
No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
3	Application for a Minor	Within range	20150215 16:05:57	20150201	-		기타등록부인 등록번호			Complete	cancellation of the completion	

- After entering the reason(s) for canceling it, click the Apply button to complete the application for cancellation of the completion.

**Application for cancellation of the completion**
✖

Reason for cancellation

- Click the Apply for Cancellation (Save) button [marked with No. 3] to complete the application for cancellation thereof.



(2) Detailed information

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
1	Application for a Minor [cancellation of the completion]	Within range	201900013 18:00:57	201900013	-		중대사건 중대사건		cancel		Withdrawal of application	Submit

- By clicking the Status Change Type link, you can search for and view details of such application and the approval progress status of the application for the registration status change.

(3) Withdrawing the application

- Click the Withdraw Application link to withdraw the application for cancellation.

(4) Submission

- After completion of approval by the professors and the administrative department, you must submit the application through the system.

**[Canceling the Completion of Application for a Double Major]**

(1) Application

- You can view the details of the registration status change only when there are application details of the double major applied for. Click the Cancel Completion link of the details you want to cancel.

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
5	Application for a Double major	Within range	201900013 18:42:17	201900013	-		중대사건 중대사건			Complete	cancellation of the completion	

- After entering the reason(s) for canceling it, click the Apply button to complete the application for cancellation of the completion.

**Application for cancellation of the completion**
✖

Reason for cancellation

- Click the Apply for Cancellation (Save) button [marked with No. 3] to complete the application for cancellation thereof.

**Your request for withdrawal is complete.**  
Print application form, obtain permission from department and professor in charge, and submit it to the Academic Registrars Team.

(2) Detailed information

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
2	Application for a Double major [cancellation of the completion]	Within range	201900013 18:42:17	201900013	-		중대사건 중대사건		12		Withdrawal of application	Submit

- By clicking the Status Change Type link, you can search for and view details of such application and the approval progress status of the application for the registration status change.

(3) Withdrawing the application

- Click the Withdraw Application link to withdraw the application for cancellation.

(4) Submission

- After completion of approval by the professors and the administrative department, you must submit the

application through the system.

## [Canceling the Completion of Application for an Interdisciplinary Major]

### (1) Application

- You can view the details of the registration status change only when there are application details of the interdisciplinary major applied for. Click the Cancel Completion link of the details you want to cancel.

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
1	Application for an interdisciplinary major	Graduation from a affiliated department (interdisciplinary major)	20150917 11:01:00	20150901	-		20150913 11:01:00	학사과정 이수		Complete	cancellation of the completion	

- After entering the reason(s) for canceling it, click the Apply button to complete the application for cancellation of the completion.

**Application for cancellation of the completion**
✖

Reason for cancellation

- Click the Apply for Cancellation (Save) button [marked with No. 3] to complete the application for cancellation thereof.

**Your request for withdrawal is complete.**  
 Print application form, obtain permission from department and professor in charge, and submit it to the Academic Registrars Team.

### (2) Detailed information

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
1	Application for an interdisciplinary major [cancellation of the completion]	Graduation from a affiliated department (interdisciplinary major)	20150917 11:01:00	20150901	-		20150913 11:01:00	학사과정 이수	cancel		Withdrawal of application	Submit

- By clicking the Status Change Type link, you can search for and view details of such application and the approval progress status of the application for the registration status change.

### (3) Withdrawing the application

- Click the Withdraw Application link to withdraw the application for cancellation.

### (4) Submission

- After completion of approval by the professors and the administrative department, you must submit the application through the system.

## [Canceling the Completion of Application for a Coursework Master's Degree]

### (1) Application

- You can view the details of the registration status change only when there are application details of the coursework master's degree applied for. Click the Cancel Completion link of the details you want to cancel.

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
3	Coursework Master	Application for Coursework Master's Program	20150916 09:28:00	20150901	-			학사과정 이수		Complete	cancellation of the completion	

- After entering the reason(s) for canceling it, click the Apply button to complete the application for cancellation of the completion.

- Click the Apply for Cancellation (Save) button [marked with No. 3] to complete the application for cancellation thereof.

### (2) Detailed information

No	change of registration	Details on type of status change	Application date/time	Start date of status change	End date of status change	Change before	Change after	Reason	Reasons for Cancellation	State	Cancel	Submit
1	<a href="#">Coursework Master</a> [cancellation of the completion]	Application for Coursework Master's Program	2015/08/20 09:28:00	2015/08/20	-			for the completion of the coursework	2015.8.1-2		<a href="#">Withdrawal of application</a>	<a href="#">Submit</a>

- By clicking the Status Change Type link, you can search for and view details of such application and the approval progress status of the application for the registration status change.

### (3) Withdrawing the application

- Click the Withdraw Application link to withdraw the application for cancellation.

### (4) Submission

- After completion of approval by the professors and the administrative department, you must submit the application through the system. In addition, you must print out the application and have it confirmed by the person in charge.

End.

# Apply School Records Change

## 1. Menu

Academic Records > Apply School Records Change

## 2. authority

All students

## 3. Display and Explanation

### [List of Academic Records Change - Name]

Change Type :

※ Renamed name Change application, please apply the [\[Apply school register change\]](#) menu.

#### List of Academic Records Change

No	Type	Application date and time	Reason	State	Process date and time	Application Cancel	Print
1	Name	2016/10/17 15:17:32	English name is spelled incorrectly written	Processing		<a href="#">Cancel</a>	<a href="#">application</a>

### [List of Academic Records Change - Sponsor/Householder]

Change Type :

※ Renamed name Change application, please apply the [\[Apply school register change\]](#) menu.

#### List of Academic Records Change

No	Type	Application date and time	Reason	State	Process date and time	Application Cancel	Print
1	Sponsor/Householder	2016/10/17 15:25:40	Address Change Request	Processing		<a href="#">Cancel</a>	<a href="#">application</a>

1. Search conditions: When you are selecting, the details for your selection will be provided.
2. Type: When you are click of link, display the details and update is possible.
3. Application Cancel: If you click 'Cancel' to cancel the application history.
4. Print: If you click the 'application' link, the application form can be output.
5. State
  - Processing: Unapproved
  - Complete: Final approval is completed.
  - Cancel: The cancellation processing status

### [New and Update-Name]

Detail of Academic Records Change [+ New](#) [Application\(Save\)](#)

Previous	Name(Korean)	Name(First Name)	Name(Last Name)
	강나영	Na Yeong	Kang
Now	Name(Korean)	Name(First Name)	Name(Last Name)
	<input type="text" value="강나영"/>	<input type="text" value="Na Young"/>	<input type="text" value="Kang"/>
Reason(*)	<input type="text" value="English name is spelled incorrectly written"/>		

### [New and Update-Sponsor/Householder]

Detail of Academic Records Change + New Application(Save)

Sponsor	Previous	Name	서혜린	Relationship	모	Phone	010-1234-1234
		Zipcode/Address	13488 경기 성남시 분당구 대왕판교로 700 (코리아바이오 파크) 111-111				
Sponsor	Now	Name	<input type="text"/>	Relationship	<input type="text"/>	Phone	<input type="text"/>
		Zipcode/Address	48099 부산 해운대구 달맞이길 2-2				
Copy the Sponsor information to Householder Information		<input type="checkbox"/>					
Householder	Previous	Name	서혜린	Relationship	모	Phone	010-1234-1234
		Zipcode/Address	13488 경기 성남시 분당구 대왕판교로 700 (코리아바이오 파크) 111-111				
Householder	Now	Name	<input type="text"/>	Relationship	<input type="text"/>	Phone	<input type="text"/>
		Zipcode/Address	48099 부산 해운대구 달맞이길 2-2				
Guardian Phone(*)		<input type="text" value="010-1234-1234"/>					
Reason(*)		Address Change Request					

1. If you click [New], a window will be activated where you can enter details on your requested change.
2. Click 'Application(Save)' and your application is complete.
2. If you have changed the information you wished to modify and then click 'Application(Save)', the information in your application will be changed.

## [Application Cancel]

Change Type : Sponsor/Householder

※ Renamed name Change application, please apply the **[Apply school register change]** menu.

List of Academic Records Change

No	Type	Application date and time	Reason	State	Process date and time	Application Cancel	Print
1	<a href="#">Sponsor/Householder</a>	2016/10/17 15:25:40	Address Change Request	Processing		<a href="#">Cancel</a>	<a href="#">application</a>

웹 페이지 메시지

Do you want to cancel?

1. Click 'Cancel' and your Cancel application is complete.

## [Application Print]

1. Click 'application' and You can print out the application form.

## Course Registration(Exceptions)

### 1. Purpose and Background of Course Registration(Exceptions)

The purpose of Course Registration(Exceptions) is to get approval from course professors through the academic system for the courses that cannot be registered or canceled by student due to exceeding quota, third-time retake, exceeding maximum credits allowed per semester, etc.

### 2. Menu

Academic system > Class Enrolment > Course Registration(Exceptions)

### 3. Authority

Students in state of enrollment, leave of absence, before entrance

### 4. Display

#### [If not eligible for application]

If you are not a student in state of enrollment, leave of absence or before entrance, following message will be displayed at the screen when you click the menu for application.

<h2 style="margin: 0;">KAIST 학사시스템 (KAIST Academic System)</h2> <p style="margin: 10px 0 0 0;">신입생, 재학생, 휴학생만 수강신청을 할 수 있습니다.  <b>Only student in state of enrollment, Leave of absence, before entrance can register for classes.</b></p>
--

#### [Look up for courses]

Look up for the courses to add/drop by the condition of department, course level, course type, Kor/Eng, course code, course number, course title, instructor etc.

Course Registration(Exceptions) <span style="float: right;">Inquiry</span>																		
Department	[Department Name]				Course level	ALL	Course Type	ALL	Language	ALL	Course Code	ex134.212	Course No	ex1MS211	Course Title		Instructor	
Select	Course Type	Course Level	Course No	Course Code	Sect.	Course Title	AU	L:L:C	Instructor	Eng.	Edu 4.0	Lim...	Cl...	Class time	Remarks	Week		
<input type="radio"/>	Major R required	Master/Doctorate	134.212	212		Introduction to Knowledge Management	3	1:1:1	Seungmin Park			30	30		이 강좌는...			
<input type="radio"/>	Major R required	Master/Doctorate	134.212	212		Advanced Knowledge Management	3	1:1:1	Seungmin Park			30	30		이 강좌는...			
<input type="radio"/>	Elective (Graduate)	Master/Doctorate	134.212	212	1	Leadership Development (Sem 1)	3	1:1:1	Seungmin Park			30	30		이 강좌는...			
<input type="radio"/>	Elective (Graduate)	Master/Doctorate	134.212	212	2	Leadership Development (Sem 2)	3	1:1:1	Seungmin Park			30	30		이 강좌는...			

#### [Application for Course Registration(Exceptions)]

1. Select the course you wish apply for approval to add/drop from the courses you searched.
2. Select the [Application type].
3. Select the [Reason for Application].
4. Enter the information required for the application in [Other Information].
5. Click the [Confirm Request] button.

Select	Course Type	Course Level	Course No	Course Code	Sect.	Course Title	AU	L:L:C	Instructor	Eng.	Edu 4.0	Lim...	Cla...	Class time	Remarks	Week
<input checked="" type="radio"/>	Major Required															
<input type="radio"/>	Major Required															
<input type="radio"/>	Elective (Graduate)															
<input type="radio"/>	Elective (Graduate)															

**Selected Contents**

Department	Course Code	Course No	Course Title	Course Type	Sect.	Instructor

Application Type:  Application Reason:  Other Information:

※ If you selected "Etc." at [Reason for application], you must enter the reason at [Other Information].  
 ※ In case of retake, please enter "retake" and information of the previous course record(year, semester, course code, section) at [Other Information].  
 ※ For Research courses, you must enter "the number of applying credits" at [Other Information].

**Confirm Request**

## [View Course Registration Approval Requested Course]

1. At the bottom of the screen, the list of the courses that have been requested for approval is displayed.

Course Registration Approval Requested Course													
No.	App. Type	Department	Course Code	Course No	Sect.	Course Type	Course Title	App. Date	App. Reason	Other information	Instructor Confirm	Staff Confirm	Delete
1	Course Registration										Wait	Wait	Delete
2	Course Cancel Registration										Wait	Wait	Delete

## [Cancellation of Course Registration Approval Requested Course]

1. If you click the "Delete" link for each course at the list of Course Registration Approval Requested Course, the approval application for that course will be canceled.

The "Delete" link will not be active if all approvals have been completed.

Course Registration Approval Requested Course													
No.	App. Type	Department	Course Code	Course No	Sect.	Course Type	Course Title	App. Date	App. Reason	Other information	Instructor Confirm	Staff Confirm	Delete
1	Course Registration										Wait	Wait	Delete
2	Course Cancel Registration										Wait	Wait	Delete

End.

# Menstrual Leave Requests

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## 1. Purpose and Background of Menstrual Leave Request

The purpose of the approved leave request is for female undergraduate students to submit a request via the academic system to be excused from class due to menstrual pain for up to one day per month, once per course per month, and four times per course per semester.

※ One-year trial beginning in fall 2018

## 2. Menu

Class Enrolment > Menstrual Leave Request

## 3. authority

- Female students in an undergraduate program

## 4. Screen and Description

### [For non-authorized users]

The message below will be displayed to students who are not female undergraduate students.

**KAIST 학사시스템 (KAIST Academic System)**

**죄송합니다. 서비스를 이용할 수 있는 사용자가 아닙니다.  
You are not authorized to use this service.**

### [Initial Screen]

To apply to the menstrual leave requests, read the personal information consent contents and click the "OK" button to make sure your agreement.

If you're not agree to the consent contents, your requests would not be accepted.

## Personal Information Consent Form for Physiological Leave

- Do you agree to collection/use/provision of your personal information for physiological leave?

<b>Items to be collected</b>	Department, student ID number, name, date of physiological leave, last modified date, relevant courses
<b>Purpose of use</b>	Application for physiological leave and management thereof
<b>Retention/use period of personal information</b>	After application for physiological leave, your personal information will be kept for two semesters and be destroyed.

※ Consent to collection, use, etc. of personal information may be rejected; however, if you do not agree, your application for physiological leave will not be accepted.

- Consent to the processing of sensitive information
  - In relation to the fact that my physiological leave application details are sensitive information, I have been informed of the processing of personal information, fully understand and agree to it.
- I agree with all of the above.
  - Yes, I agree.
  - No, I do not agree.

**Confirm**

## [Notice Before Applying to the request]

After agreeing to personal information consent, read through the below and click the "OK" button.

### Guidelines on Request for Approved Leave Due to Menstruation

- Authorized Users : Female students in an undergraduate program**
- For regular semesters (spring and fall) only.
- Limited to once per month, once per course per month, and up to four times per course per semester (Based on 90-minute session; 120-minute session for physical education)
  - ※ If the same course is held twice in a day as a regular class and a supplementary class, or as two consecutive 90-minute sessions (180 minutes in total), the leave request shall be approved only for 90 minutes.
  - ※ Reason for 90-minute limit: To prevent poor attendance
- Request may be submitted via the KAIST Portal no later than 9 a.m., of the day of class.
- Request cannot be submitted during the examination period. Students shall assume responsibility for any disadvantages arising from absence, including negative consequences on grades caused by missing quizzes, presentations, team activities, and in-class participation.
- Contact: Student Affairs Team 042)350-2163

**OK**

## [View Request]

1. Menstrual leave requests for the current academic semester and year shall be displayed.
2. Click the link in "Date Requested" to view course details at the bottom of the screen.  
The link will not be active if the date of Menstrual leave has passed.
3. The course list for the current semester shall be displayed at the bottom of the screen.

2018 Spring Applications

1st	<a href="#">2018/06/30</a>	2nd		3rd		4th	
-----	----------------------------	-----	--	-----	--	-----	--

Request Information

No	Application Date	Computer Code	Course Title	Section	Department	Instructor	Last modified date	Delete
1	2018/06/30		Advanced English Listening		Department of Electrical & Electronic Engineering	Matthew Baker	Jun 29 2018 10:20AM	<a href="#">Delete</a>

+ New Save

Application Date:

No	Computer Code	Course Title	Sect.	Department	Instructor	Instructor Email	Assistant Email	Select/Disable
1	<a href="#">10-033</a>	Advanced English Listening		Department of Electrical & Electronic Engineering	Matthew Baker	<a href="mailto:m.baker@unimelb.edu.au">m.baker@unimelb.edu.au</a>		<input checked="" type="checkbox"/>
2	<a href="#">10-034</a>	Humanity/Leadership II<Young Leaders Thursday Lecture >		Department of Electrical & Electronic Engineering			<a href="mailto:m.baker@unimelb.edu.au">m.baker@unimelb.edu.au</a>	<input type="checkbox"/>
3	<a href="#">10-104</a>	General Physics II		Physics	Matthew Baker	<a href="mailto:m.baker@unimelb.edu.au">m.baker@unimelb.edu.au</a>	<a href="mailto:m.baker@unimelb.edu.au">m.baker@unimelb.edu.au</a>	<input type="checkbox"/>
4	<a href="#">10-105</a>	Differential Equations and Applications		Department of Electrical & Electronic Engineering	Matthew Baker	<a href="mailto:m.baker@unimelb.edu.au">m.baker@unimelb.edu.au</a>		<input type="checkbox"/>
5	<a href="#">10-106</a>	Signals and Systems		Department of Electrical & Electronic Engineering	Matthew Baker	<a href="mailto:m.baker@unimelb.edu.au">m.baker@unimelb.edu.au</a>		<input type="checkbox"/>
6	<a href="#">10-107</a>	Introduction to Physical Electronics		Department of Electrical & Electronic Engineering	Matthew Baker	<a href="mailto:m.baker@unimelb.edu.au">m.baker@unimelb.edu.au</a>		<input type="checkbox"/>
7	<a href="#">10-108</a>	Special Topics in Electronic Engineering I<My Life and Career in EE I >		Department of Electrical & Electronic Engineering	Matthew Baker	<a href="mailto:m.baker@unimelb.edu.au">m.baker@unimelb.edu.au</a>		<input type="checkbox"/>

## [New Request and Modification ]

1. Click the "New" button and enter the required information before clicking "Save."  
A confirmation e-mail will be sent to the instructor and teaching assistant.
2. To modify, click the link in "Date Menstrual leave Requested" and make the necessary changes before clicking "Save."
3. **Date of leave, instructor's e-mail, and teaching assistant's e-mail are required fields.**

## [Delete]

1. Click the "Delete" link to cancel your leave request for a course to which a request was submitted.  
The link will not be active if the date of Menstrual leave has passed.

End.