

Seoul National University (SNU)
2010 Winter Session
Open to Partner Universities
 December 20, 2010 - January 21, 2011

1. Program Overview

The winter session program at SNU provides an opportunity for international students to participate in undergraduate and graduate courses. Please note that **the winter session courses are offered in Korean.**

2. Eligibility

- 1) Nationality: Non-Korean
- 2) Language of Instruction: Korean
- 3) Status: Regular university students
 (Must have been enrolled at least 1 semester and currently enrolled)

3. Required Documents must be sent to Ms. Hyun-Ji Lee via email only
 (email: intersession@snu.ac.kr) **By October 25**

- 1) An Application Form (download the form at <http://oia.snu.ac.kr>)
- 2) A copy of your passport
- 3) A Certificate of Enrollment

IMPORTANT NOTE: False information or inconsistencies in any of the submitted documents will invalidate all attendance in winter class sessions, and any fees already paid will not be refunded. All responsibilities regarding this matter lie solely with the student.

4. Time Table

2010 SNU Winter Session	
Course List	Available from October 11
Application Deadline	October 25 * No late application will be accepted
Notification of Acceptance and SNU ID Number	November 4
Course Registration (Online) * Up to 6 credits	November 8 - 12
1st Notification of Canceled Courses	November 17
Course Modification	November 22 ~ November 24
Payment of Tuition Fee	November 29 – December 3
2nd Notification of Canceled Courses	December 10
SNU Winter Session Start	December 20

* **Standards for class cancelation**

The minimum number of students for a course is 20 students, so course with less than 20 enrollees will be canceled. Notifications regarding canceled courses will be posted on the SNU Portal Site (<http://my.snu.ac.kr>) and the homepage of the Office of International Affairs (<http://oia.snu.ac.kr>). Following the schedule above, please check to see if any of the classes you signed up for have been canceled and take the appropriate measures (i.e. replace the canceled course with another class or apply for a refund). For more information, please refer to numbers 8 , 9 and 10 below.

5. Available Credits for Registration

- Graduate & Undergraduate : Maximum **6 Credits**

6. Course Search and Registration

1) Course search

a. Available starting October 11 (Mon)

(Korean site) <http://sugangguide.snu.ac.kr/ssg/Ssgindex.jsp>

(English site) http://useoul.edu/academic/aca0201_list.jsp

b. Announcement notices will be posted on the OIA homepage (<http://oia.snu.ac.kr>)

2) Course registration

Online course registration is from November 8 to 12 on <http://sugang.snu.ac.kr>. The information needed to log into this site will be sent through e-mail together with the course approval notice. It is the responsibility of the student to register properly for classes during this period.

**Please note that the registration site will only open during the specified registration period.*

7. Payment of Course Fees

1) Course fees

- Lecture classes: 40,500/1 credit

- Lab classes (including physical education classes): 45,500/1 credit

*Note: Classes which require external facilities (bowling, swimming, etc.) require a separate usage fee.

2) Course fee payment

- Printing of payment bill: available online on the SNU Portal Site

(<http://portal.snu.ac.kr>) only from November 29(Mon) to December 3(Fri)

- Payment period: November 29(Mon) to December 3(Fri) 09:30~16:00

- Payment method: Through any domestic banks and through virtual accounts (Internet banking, phone banking, ATM, etc.)

** Payment is only available for domestic banks (overseas remittance is unavailable)*

** If payment is not completed within the specified period, registered classes will be automatically canceled.*

8. Class Registration Confirmation and Modification

1) 1st cancelation of classes: notification on November 17 (Wed)

2) Course modification period: November 22 (Mon) to November 24 (Wed)

3) Procedure: Log into <http://sugang.snu.ac.kr> and personally modify the courses

4) Classes cannot be modified after the specified period unless it is due to class cancelation (you can also reply for a refund).

5) 2nd cancelation of classes: notification on December 10 (Fri)

9. Cancellation of Registered Courses

- 1) Cancellation period: within the first half of the semester (January 5, 2011)
- 2) Procedure
 - Before the start of classes (up to December 19): log into <http://my.snu.ac.kr> → Administrative Services → Class Management → Summer/Winter Session → Request Refund/Cancellation of Registration
 - After the start of classes (December 20 and afterwards): complete and submit the course registration cancellation form online → print it out and get the professor's signature → submit to the departmental office → online approval will be processed
- 3) 2nd canceled course notification: December 10 (Friday)

10. Issuance of Refunds

- 1) For fees that have already been paid, they will be refunded on the following basis:
 - Prior to start of classes (up to December 19): full refund
 - After 1/3 of the semester (December 20-30): 2/3 refund
 - Between 1/3 and 1/2 of semester (December 31 to January 5): 1/2 refund
 - After 1/2 of the semester (after January 5): no refund
- 2) Procedure
 - log into <http://my.snu.ac.kr> → Administrative Services → Class Management → Summer/Winter Session → Request Refund/Cancellation of Registration

11. Issuance of Transcript

Korean/English report cards can be issued by the Administration Office starting February 10

- 1) Issuance procedure
 - Visit the Administration Office (1st floor, Bldg. 60) and submit an application
 - Request through telephone or e-mail for the report card to be sent through mail
- Tel: +82-2-880-5036 / e-mail: doris@snu.ac.kr
- 2) Issuance fee
 - Korean: 300KRW/1 copy, English: 600KRW/1 copy

12. Student Housing

We regret to inform you that campus housing for summer program students is not available and we cannot help you with off-campus housing arrangements.

13. Application and Inquiries

Please feel free to contact Ms. Hyun-Ji Lee at intersession@snu.ac.kr
Tel: +82-2-880-4447