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

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* **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. Cancelation of Registered Courses
   1) Cancelation 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 cancelation form online ➔ print it out and get the professor's signature ➔ submit to the departmental office ➔ online approval will be processed
   3) 2\textsuperscript{nd} 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 (1\textsuperscript{st} 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