

Course Registration System (Web) User Manual



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KOREA UNIVERSITY

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Note

All screens in this manual are examples. Personal information such as **name and student ID** has been redacted on every screen, and **professor names** are shown as ***.

1. Course Registration System Overview

Access the login screen from the KUPID portal (portal.korea.ac.kr) via **Class > Course Registration**, or by entering the course registration URL (sugang.korea.ac.kr) directly in your web browser.

A. Menu Structure

Menu	Functions		Remarks
	View	Register/Delete	
Dashboard	○	–	Profile, registration summary, timetable
Course Registration	○	○	Notices / Register by course number / Register by my preferred course list / Register by courses offered
Preferred Course List System	○	○	Register/delete only during the preferred-listing period
Intl. Summer/Winter Registration	○	○	Active only during the relevant period
Search Course	○	–	Undergraduate Courses / Similar subjects
Notices	○	–	Schedule / room info / tuition / freshman ID
Password Change for Non-Portal Users	○	○	For non-portal users only

B. Basic Screen Behavior

- **Search and menu areas** can be expanded/collapsed.
- **Logout** : click **Logout** at the top right to end your session and return to the login screen.
- **KOREAN / ENGLISH** : switch the interface language using the buttons at the top left.
- **Session timer** : the clock at the top right shows the remaining session time; refresh before it expires.

TIP

The session timer is automatically extended whenever there is activity.

2. Login

When you connect to the course registration site (sugang.korea.ac.kr) or via KUPID Class > **Course Registration**, the screen below appears. Enter your **Student ID Number** and **Password** at the top right and click **Login**.

Course registration

Preferred Course List System

ISC/IWC Course Registration

Search Course

Undergraduate Courses

Similar subjects

Notices

Course Registration Schedule

Course Locations/Room Numbers

Tuition Payment Guidelines for Summer/Winter Session

Find a freshman's student number

Password Change for Non-Portal Users

User Manual (PC)

User Manual (Mobile)

Relevant websites

KOREAN ENGLISH

학번 (Student ID Number)

비밀번호 (Password)

Login

Notice

- Notice on Duplicate Login and Macro Restrictions in the Course Registration System
- In accordance with the Ministry of Education's recommendations to enhance fairness in course enrollment and grading, a student's enrollment may be restricted in courses taught by one or more of the student's parents.

link

- For important academic information, please refer to the Korea University Academic Information website. [Go to Korea University Academic Information](#)
- For Course Registration Notes, please refer to the Korea University Academic Information website. [Go to Korea University Academic Information](#)

Password

- Portal (KUPID) users: Use your portal password.
- Non-portal (KUPID) users: Set your password in the "Password Change for Non-Portal Users" menu on the course registration website. The initial password is your date of birth [YYMMDD].
- ※ New International Undergraduate Students (through International Undergraduate Admission ONLY) and Exchange Students (Email Notification from GSC)

If you forget your password

- Portal users: Reset your password via 'Finding your Portal Password' on the portal login page (<https://portal.korea.ac.kr>).
- Non-portal (KUPID) users: Reset your password via 'Password Change for Non-Portal Users' on the course registration site (<https://sugang.korea.ac.kr>).
- If you have changed or reset your password through the portal, please wait 10 minutes before logging in.

We introduce the course registration system guide video produced by KTN Korea University Broadcasting Station.

- [Go to Course Registration System Guide](#) [Go to Course Drop System Guide](#)

Course registration is also available via the mobile app.

Download the "고려대학교 수강신청" app from the Play Store or App Store

- Google Play : <https://bit.ly/3bJPB3> App store : <https://apple.co/2Xgoqc2>

Course Registration Schedule for the Fall 2026

Classification	Year	Period
Course Registration for all current students	Students with Disabilities	2026-07-06(MON)09:00 ~ 07-06(MON)10:00
Pre-Registration of Preferred Courses	ALL	2026-07-06(MON)10:00 ~ 07-06(MON)14:00
Course Add to Cart	ALL	2026-07-06(MON)15:00 ~ 07-07(TUE)07:00
Course Registration for all current students	4	2026-07-07(TUE)09:30 ~ 07-07(TUE)11:30
	3	2026-07-07(TUE)12:00 ~ 07-07(TUE)14:00
	2	2026-07-07(TUE)14:30 ~ 07-07(TUE)16:30
Course Add/Drop	1	2026-07-07(TUE)17:00 ~ 07-07(TUE)19:00
	4	2026-07-08(WED)10:00 ~ 07-08(WED)15:30
	3	2026-07-08(WED)11:00 ~ 07-08(WED)15:30
	2	2026-07-08(WED)12:00 ~ 07-08(WED)15:30
	1	2026-07-08(WED)13:00 ~ 07-08(WED)15:30
	ALL	2026-07-08(WED)16:00 ~ 07-08(WED)19:00

[Web Login Screen] Enter **Student ID Number** · **Password** at the top right, then click **Login** (left menu · center notices · seasonal-session schedule on the right)

1 Enter your student number in the **Student ID Number** field (top right).

2 Enter your password in the **Password** field.

3 Click **Login** to move to the Dashboard.

A. Password Guide

- Portal (KUPID) users** : use your portal password.
- Non-portal users** : use the password set in '**Password Change for Non-Portal Users**'.

B. If You Forget Your Password

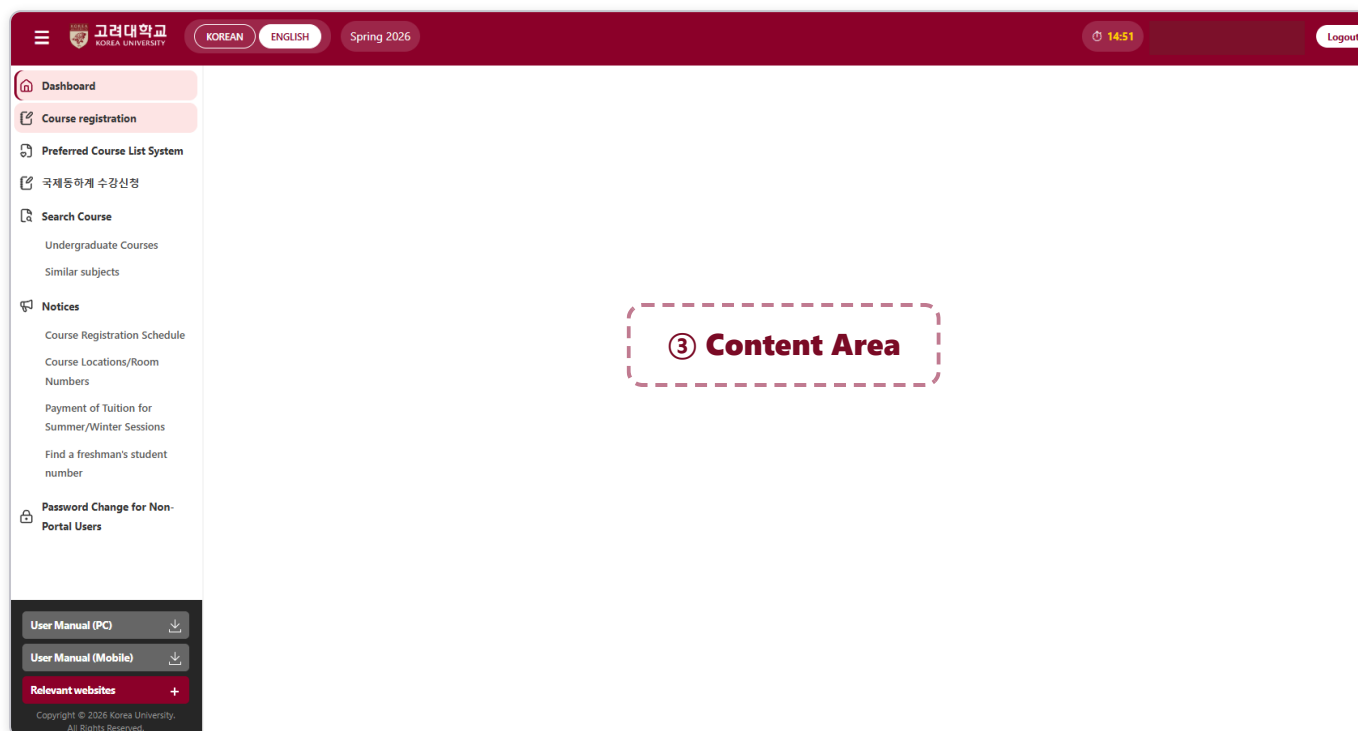
- Portal users** : reissue via 'Find Password' on the portal (portal.korea.ac.kr) login screen.
- Non-portal users** : reissue via the 'Password Change for Non-Portal Users' menu on the course registration site.

Caution

If you change or reissue your password on the portal, please wait **10 minutes** before logging in.

3. Main Screen Layout

After login, the screen consists of a **top bar**, a **left menu**, and a **content area**.



[Main Layout] ① Top bar (logo · language · semester · session timer · user · logout) ② Left menu ③ Content area

Area	Description
① Top bar	Logo, KOREAN/ENGLISH toggle, current semester, session timer, logged-in user (redacted), Logout
② Left menu	Dashboard · Course Registration · Preferred Course List System · Intl. Summer/Winter Registration · Search Course · Notices · Password Change for Non-Portal Users
③ Content area	Input/search screen of the selected menu; the registration list and mini timetable appear at the bottom

TIP

When the session timer at the top reaches zero, you are logged out automatically.

One minute before automatic logout, a dialog asks whether to extend your session; you can choose to extend or log out.

Interact with the screen periodically to keep your session alive.

4. Dashboard

Shown right after login. It lets you check your **Student Profile**, **registration Summary**, **wish/registered lists**, and **timetable** at a glance.

기본정보 (Student Profile)

College

College of Liberal Arts

Dept

Department of English Language and Literature
경영학과(이중전공)

Year

4

Credits earned

136

재학(In school)

수강신청 현황 (Summary)

3

My Credits

Min Credit Limit

1

Max Credit Limit

22

List of wish registered

List of courses registered

Cart Details (Total : 2)

My Credits : 6

Allowed Credit Range : 1 ~ 22

Lecture Room Info : Building Information

Course Time table

Time table

Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class
ENGL211	00	Major Elective	INTRODUCTION TO ENGLISH LINGUISTICS(English)	***	3(3)	Mon(4) 108-409 Wed(4) 108-409	
ENGL238	00	Major Elective	ENGLISH PHONETICS	***	3(3)	Fri(5-6) 148-504	

Time	Mon	Tue	Wed	Thu	Fri	Sat
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

[Dashboard] Student Profile · credit Summary (donut) · wish/registered lists · mini timetable — name, ID and professor names are redacted

Component	Description
Student Profile	Name · student ID (redacted) · college/department · year · credits earned · enrollment status
Summary	Current My Credits and Min/Max Credit Limit shown as a donut chart
Wish / Registered list	Toggle between List of wish registered and List of courses registered
Registration list	During the preferred-course transfer (migration) period, the registration list cannot be viewed.
Mini timetable	Shows the time slots of registered/wish courses as colored blocks (hover to see the course information)

5. How to Register for Courses

The **Course Registration** menu has four tabs: **Notices** · **Register by course number** · **Register by my preferred course list** · **Register by courses offered**. The **registration list** and **mini timetable** always appear at the bottom.

A. Notices

The default tab shown when you open the Course Registration menu. Review it before registering.

Notices

Register by course number

Register by my preferred course list

Register by courses offered

1. 5th year students majoring in Architecture may register for courses in the same way used by 4th year students.

2. 5th and 6th year students majoring in Pharmacy may register for courses in the same way used by 4th year students.

3. Students must verify whether the course numbers have been correctly entered as incorrect course numbers may result in disadvantage.

4. Course repetition

- Course repetition must be indicated when registering for a course to be repeated.
- Repetition is possible if a course is identical or similar to the course already taken and the grade for the course was no higher than C+. The reacquired grade cannot exceed A. The higher of either the grade previously acquired or the grade reacquired will become final.
- Courses offered at other universities under an exchange program cannot be taken as a repeating course even if the courses are identical to each other.
- There might be cases where the number of credits offered for identical or similar courses are different according to the curriculum under which they are provided. Since credits will be acknowledged based on the grade acquired, the number of credits offered for the courses must be verified before course registration.
- Among the courses completed since the 1st semester of 2004, courses with the grade of F may be retaken.

5. [Course Time table](#)

■ List of courses registered (Total : 1)

My Credits : 3

Allowed Credit Range : 1 ~ 22

Lecture Room Info : [Building Information](#)

Course Time table

Time table

Delete	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class	Stat.
Del	ENGL211	00	Major Elective	INTRODUCTION TO ENGLISH LINGUISTICS(English)	***	3(3)	Mon(4) 108-409 Wed(4) 108-409		Confirm

Time

Mon

Tue

Wed

Thu

Fri

Sat

0

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

[Course Registration ▶ Notices] Notices and the registration list below

Check

Always check your **My Credits** and **Allowed Credit Range**, and confirm that each course shows the status '**Confirm**' in the list.

B. Register by Course Number

Register quickly by entering the **course code** and **section** directly — the fastest method.

Notices

Register by course number

Register by my preferred course list

Register by courses offered

Course Code

Section

00: COSE101

01: 01

Add

List of courses registered (Total : 1)

My Credits : 3

Allowed Credit Range : 1 ~ 22

Lecture Room Info : Building Information

Course Time table

Time table

Delete	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class	Stat.
Del	ENGL211	00	Major Elective	INTRODUCTION TO ENGLISH LINGUISTICS(English)	***	3(3)	Mon(4) 108-409 Wed(4) 108-409		Confirm

Time

Mon

Tue

Wed

Thu

Fri

Sat

0
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

[Course Registration ▶ Register by course number]

- Enter the course code in the **Course Code** field (e.g., COSE101).
- Enter the section number in the **Section** field (e.g., 01).
- Click the **Apply** button.
- The course is added to the list at the bottom; registration is complete when its status changes to '**Confirm**'.

Caution

An incorrect course code or section will fail to register. Always verify the list and status after applying.

C. Register by My Preferred Course List

Register directly from your previously saved **wish/preferred** course list. Click the **Add** button on each row to register.

Notices Register by course number **Register by my preferred course list** Register by courses offered

Apply	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class	4) C
Add	ENGL211	00	Major Elective	INTRODUCTION TO ENGLISH LINGUISTICS(English)	***	3(3)	Mon(4) 108-409 Wed(4) 108-409		Available
Add	ENGL238	00	Major Elective	ENGLISH PHONETICS	***	3(3)	Fri(5-6) 148-504		Available

■ List of courses registered (Total : 1) • My Credits : 3 • Allowed Credit Range : 1 ~ 22

Lecture Room Info : [Building Information](#) Course Time table Time table

Delete	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class	Stat.
Del	ENGL211	00	Major Elective	INTRODUCTION TO ENGLISH LINGUISTICS(English)	***	3(3)	Mon(4) 108-409 Wed(4) 108-409		Confirm

Time	Mon	Tue	Wed	Thu	Fri	Sat
0						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

[Course Registration ▶ Register by my preferred course list] Register directly from the wish list (professor names redacted)

D. Register by Courses Offered

Search offered courses with conditions, then register from the results.

Notices Register by course number Register by my preferred course list **Register by courses offered**

Campus College section Classification College of Liberal Arts Credit Day Time Course Time table Professor Course Code Section Course Name **Search** **Reset**

■ Search results (Total : 1) Search result filter All filters INTRODUCTION TO ANGL

Apply	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	1) G	2) L	3) E	4) C
Add	ENGL200	00	Major Elective	INTRODUCTION TO ANGLO-AMERICAN LITERATURE(English)	***	3(3)	Mon(1) 103-314B Wed(1) 103-314B		✓	✓	

• After searching, if you enter a filter keywords, you can view only the included data.
 • Course completion classification will be disregarded when searching by course number, course title or graduate school is underway.
 • Click the course number to view the course syllabus.
 • 1) G: grade on a curve 2) L: the number of persons limitation 3) X: Exchange Student 4) C: conclusion state
 • **M**: MOOC **FC**: Flipped Class **T**: Tutorial **NM**: NeMo Class **DL**: DROP LIMIT Marked by an icon after course name
 • The Seoktap Hall of Fame - Faculty who have won the Seoktap Excellence in Teaching Award 9 or more times for the same course. (Marked by an icon before professor's name.)
 • Lecture Room Info : [Building Information](#)

■ List of courses registered (Total : 1) • My Credits : 3 • Allowed Credit Range : 1 ~ 22

Lecture Room Info : [Building Information](#) Course Time table Time table

Delete	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class	Stat.
Del	ENGL211	00	Major Elective	INTRODUCTION TO ENGLISH LINGUISTICS(English)	***	3(3)	Mon(4) 108-409 Wed(4) 108-409		Confirm

Time	Mon	Tue	Wed	Thu	Fri	Sat
0						
1						
2						
3						
4						
5						
6						
7						
8						

[Course Registration ▶ Register by courses offered] Professor names in the results are redacted (***)

Icon Guide

Icons after the course name — **M** MOOC · **FC** Flipped Class · **T** Tutorial · **NM** NeMo Class · **DL** Drop Limit. The before a professor's name indicates a Seoktap (Stone Pagoda) Teaching Hall of Fame awardee.

E. Timetable / Course Time Table

Use the **Time table** or **Course Time table** buttons on the right of the registration list to open the timetable popup and the period-time guide, and to print them.

Timetable

Spring 2026 Registration Time table

Print

Time	Mon	Tue	Wed	Thu	Fri	Sat
0						
1						
2						
3						
4	INTRODUCTION TO ENGLISH LINGUISTICS(English) 108-409 108-409 ***		INTRODUCTION TO ENGLISH LINGUISTICS(English) 108-409 108-409 ***			
5						
6						
7						
8						
9						
10						
11						
12						

[Timetable Popup] Days × periods shown as colored blocks; print with the Print button (name & ID redacted)

Button	Function
Time table	Displays the weekly timetable of registered/wish courses in a popup and prints it (Print)
Course Time table	Shows, in a table, the actual class start/end times for each period (0–15)

Tip

When you are unsure how period numbers map to actual times, click **Course Time table** in the search area or on the timetable screen to check the times for each period.

6. Preferred Course List Registration

Add the courses you want to your **preferred list** in advance. Registration occurs during the **preferred-listing period**; a separate **add-to-list period** simply stores courses (unrelated to actual registration). Tabs: **Notices** · **Register by course number** · **Register by courses offered** · **Register by courses offered** · **Timetable**.

Notices Register by course number Register by courses offered Timetable

• Preferred Courses Listing : 2026-02-03(TUE)13:00 ~ 02-05(THU)12:00
• Add Courses to the Interested-Courses Listing : 2026-02-09(MON)18:00 ~ 07-10(FRI)08:30

1. 수강희망과목 등록인원 ≤ 수강제한인원(정원) 이면 모두 수강신청 처리, 수강희망과목 등록인원이 정원을 초과하면 전체/학년별 정원의20%만 우선순위 기반 추첨을 통해 수강신청 처리됩니다.
2. 수강희망과목 등록 결과 수강처리되지 않은 과목은 수강신청기간에 수강신청을 해야 합니다.
3. 교환/방문/학점교류학생(교환학생으로 표시)은 협정 대학 간 상호 호혜의 원칙에 따라 별도의 정원으로 관리됩니다.(2025년부터 국강 5%, 영강 25%)
4. 교과목명 검색
교과목명은 한글은 2글자 이상, 영문은 3글자 이상 입력해야만 검색이 가능합니다.
5. 정렬순서 관리
• Drag & drop sort on the 'Sort' column -> Click the "Sort update" button -> Complete
• 수강신청 메뉴의 내관심 강의명 조회시 설정된 정렬순서로 조회됩니다.

■ Cart Details (Total : 2) • My Credits : 6 • Allowed Credit Range : 1 ~ 22 **Change order**

Lecture Room Info : [Building Information](#) Course Time table Time table

Delete	Sort	Course Code	Section	Classification	Course Name ▲	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class
	1	ENGL211	00	Major Elective	INTRODUCTION TO ENGLISH LINGUISTICS(English)	***	3(3)	Mon(4) 108-409 Wed(4) 108-409	N
	2	ENGL238	00	Major Elective	ENGLISH PHONETICS	***	3(3)	Fri(5-6) 148-504	N

Time: Mon Tue Wed Thu Fri Sat

[Preferred Course List] Notices/schedule on top + Cart Details (Sort · Delete · Change order) — professor names redacted

A. How to Add & Processing Rules

- **Add a course** : find it on the **Register by courses offered / course number** tab and add it to the preferred list. (Course-name search: 2+ Korean or 3+ English characters.)
- **Processing rule** : if applicants ≤ quota, all are registered; if it **exceeds the quota**, only **20%** of the total/per-year quota is processed by priority-based lottery.
- **Unprocessed courses** must be **registered again during the course-registration period**. Added courses appear in the '**Register by my preferred course list**' tab and the **Dashboard**.

B. Managing the Sort Order (Change order)

Click **Change order** in the Cart Details to open the 'Sort cart order' window. The order you set is shown in the '**Register by my preferred course list**' tab.

Sort cart order

Save Order

Drag	RANK	INFO
	1	【 ENGL211 - 00 】 INTRODUCTION TO ENGLISH LINGUISTICS(English)
	2	【 ENGL238 - 00 】 ENGLISH PHONETICS

• Move the DRAG area and place it in the desired order.
• After sorting, **you must click the Save Order button to save the sorted contents.**

[Sort Cart Order] Drag the handle to arrange the order, then click **Save Order**

1 Click the **Change order** button.

2 Move the **Drag** area to place each course in the desired order (Drag & Drop).

3 You must click **Save Order** to save the sorted contents.

7. Course Search (Undergraduate)

Use **Undergraduate Courses** and **Similar subjects** under **Search Course** to look up offered courses. These provide viewing only (no registration).

2026 ▲▼ Spring ▼
Campus Seoul ▼
College section college ▼
Classification Major ▼
College of Liberal Arts ▼
Department of English Language and Literature ▼

Credit
Day All-- ▼
Time All-- ~ All--
Course Time table
Professor

Course Code
Section
Course Name INTRODUCTION TO ANGLO-AMERICAN LITERATURE(English)
Search Reset

Search results (Total : 1)
Search result filter
All filters ▼
Enter search keywords

Campus	Course Code ▲	Section ▲	Department	Classification ▲	Course Name ▲	Professor ▲	Credit (Period) ▲	Period/Building-Room No. ▲	1) R	2) L	3) X	5) U	6) F ▲
Seoul	ENGL200	00	Department of English Language and Literature	Major Elective	INTRODUCTION TO ANGLO-AMERICAN LITERATURE(English)	***	3(3)	Mon(1) 103-314B Wed(1) 103-314B		✓	✓		

• After searching, if you enter a filter keywords, you can view only the included data.

• Course completion classification will be disregarded when searching by course number, course title or graduate school is underway.

• Click the course number to view the course syllabus.

• 1) R: Relative Evaluation 2) L: Enrollment Limit 3) X: Exchange Student 4) A: Liberal Attendance Policy
5) U: Unsupervised Test Policy 6) F: Flexible Semester 7) CF: Class Full (N/A:Not Applicable, F:Full)

• M : MOOC FC : Flipped Class T : Tutorial NM: NeMo Class DL : DROP LIMIT ➔ Marked by an icon after course name

• The Seoktap Hall of Fame - Faculty who have won the Seoktap Excellence in Teaching Award 9 or more times for the same course. (Marked by an icon before professor's name. 🏆)

• Lecture Room Info : [Building Information](#)

[Search Course ▶ Undergraduate Courses] All professor names in the results are redacted (***)

Privacy

Course search results display professor names. In this manual, all professor names are masked as ***.

8. Notices & Other Menus

Check semester announcements under the **Notices** group on the left.

Menu	Description
Course Registration Schedule	Registration schedule by year/group (start date, add/drop, cancellation), college-specific notices, timetable, etc.
Course Locations/Room Numbers	Building and classroom locations
Payment of Tuition for Summer/Winter Sessions	Seasonal-session tuition payment method and schedule
Find a freshman's student number	How to look up a freshman student number
Password Change for Non-Portal Users	Set/reissue the registration password for non-portal users

TIP

In the **Course Registration Schedule**, be sure to check the registration/add-drop date and time for your year.

9. Sorting & Filtering in Course Search

In the **Register by courses offered** and **Course Search** results, use **sorting** and the **search result filter** to find courses quickly.

■ Search results (Total : 23)											
Search result filter All filters Enter search keywords											
Apply	Course Code ▲	Section ▲	Classification ▲	Course Name ▲	Professor ▲	Credit (Period) ▲	Period/Building-Room No. ▲	1) G ▲	2) L ▲	3) E ▲	4) C ▲
Add	ENGL200	00	Major Elective	INTRODUCTION TO ANGLO-AMERICAN LITERATURE(English)	***	3(3)	Mon(1) 103-3148 Wed(1) 103-3148		✓	✓	
Add	ENGL211	00	Major Elective	INTRODUCTION TO ENGLISH LINGUISTICS(English)	***	3(3)	Mon(4) 108-409 Wed(4) 108-409		✓	✓	
Add	ENGL238	00	Major Elective	ENGLISH PHONETICS	***	3(3)	Fri(5-6) 148-504		✓		
Add	ENGL281	00	Major Elective	BRITISH/AMERICAN LITERATURE AND POPULAR CULTURE	***	3(3)	Tue(3) 130-206 Thu(3) 130-206		✓	✓	
Add	ENGL310	01	Major Elective	WRITING FOR ENGLISH MAJORS(English)	***	3(3)	Mon(6) 103-225 Wed(6) 103-225		✓	✓	
Add	ENGL310	02	Major Elective	WRITING FOR ENGLISH MAJORS(English)	***	3(3)	Tue(4) 138-3078 Thu(4) 138-3078		✓	✓	
Add	ENGL327	00	Major Elective	BRITISH AND AMERICAN LITERATURE AND CINEMA(English)	***	3(3)	Fri(3-4) 103-225		✓	✓	

[Course Search ▶ Sort & Filter] Click a column header to sort (▲) · Search result filter (All filters / English-only courses) — professor names redacted

A. Sorting

- Click a **column header** of the search results to sort by that field in the order you want. (Each click toggles ascending/descending.)

B. Using the Search Result Filter

Use the **filter keyword** to narrow down the search results to the data you want.

- All filters** : enter a **filter keyword** to show only rows that contain that text. Removing the keyword restores the original results.
- English-only courses** : shows only English-taught courses, without entering a keyword.

TIP

Sorting and filtering work only within results that have already been retrieved. To change the search conditions themselves, run the search again in the search area above.

10. Course Registration Precautions

The following features are applied for stable course registration.

A. Macro Prevention

- To prevent system overload from macro programs, if you attempt to save more than a set number of times, you must enter the **character string** shown on screen and click **Confirm** to continue.
- Lowercase input is automatically converted to uppercase. (The allowed number of errors depends on operational settings.)

B. Multi-Login Prevention

- If you log in from two or more devices (PC or mobile) with the same student ID, only the **most recent login** can be used; the others are logged out automatically.

C. Multiple-Tab Prevention

- Only **one** browser tab can be used for course registration. Opening multiple tabs shows a notice window.

D. Course-Application Delay

- To prevent seat trading, if you cancel a course whose quota is full, you can re-apply only after a delay (random, 30 min – 1 hour).
- Not applied for the first 30 minutes after registration opens and from 1 hour before it closes.

E. Disabling the Pop-up Blocker

- If the pop-up blocker is not disabled, you must **disable the pop-up blocker**.
- How to disable : in your browser, go to “**Tools / Internet Options / Pop-up Blocker Settings**” and set the current site's pop-ups to always “**Allow**”.
- Pop-up settings differ by browser and version, so please check the browser's official site or search for instructions.

TIP

The **Password Change for Non-Portal Users** menu uses a pop-up, so users of that menu should disable the pop-up blocker before use.

Privacy Notice

On all screens in this manual, **personal information such as name and student ID** has been redacted, and **professor names** are shown as ***.