

Graduate Course Registration System (Web) User Manual



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KOREA UNIVERSITY

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Note

This manual covers the **Graduate** course registration screens. All screens are examples; **name and student ID** are redacted and **professor names** are shown as ***.

1. Graduate Course Registration System Overview

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

A. Menu Structure

Menu	Functions		Remarks
	View	Register/Delete	
Dashboard	○	–	Profile · registration list · timetable
Course Registration	○	○	Notices / Register by course number / Register by courses offered
Intl. Summer/Winter Registration	○	○	Active only during the relevant period
Search Course	○	–	Graduate Courses / Course Locations
Student No. / Term Lookup	○	–	Freshman student no. / provisional-promotion term
Notices	○	–	Registration / credit exchange / research ethics / tuition
Password Change for Non-Portal Users	○	○	For non-portal users only

B. Basic Screen Behavior

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

Please log in and register the course after the start time of the course registration.

Notice for Registration

- This notice is for GENERAL graduate school students.
- Please contact each admin office of graduate school for Professional or Special graduate school course registration.
- Access to exclusive URL for course registration, and then choose 'Graduate School' and '1st Semester' correctly.
- Registration Period: [2026-02-11(WED)13:00 ~ 02-13(FRI)12:00]
- Note: Guidance of Research should be chosen every semester
 - < Division of 'Guidance of Research' >
 - Current Students: DKKS500-division (Title: Guidance of Research)
 - Graduate Students in Program in Biomicrosystem Engineering, and those who are in the 2nd or above semester of Science and Technology Studies : DKKS10 for Research of Guidance 1, and DKKS20 for Research of Guidance 2, 1 credit per each
 - Completed research graduate students: DKX-600 (Title: Tutorial Research after Completion of Course Work)
 - ※ Except for Guidance of Research credits, students who completed course works are not allowed to take other courses
 - ※ A completed research student is required to register every semester complying with the academic schedule until he or she acquires the degree.
- Graduate school has been operating 'core-curriculum' courses to strengthen graduate students' research literacy and capabilities.
[Search Course] → [Graduate Course] → Graduate Course Registration System : 2024 / Fall / Graduate School / Graduate School → Search
- [Introduction to Graduate Studies](GRAS11) is a course that meets graduation requirements (research ethics, human rights and gender equality, etc.) and the obligation to complete the semester (improving disability awareness, etc.).
It is the course that cultivates the basic knowledge necessary for graduate research and helps to establish a successful academic plan by familiarizing yourself with graduate school regulations.
Freshmen students are highly recommended to take this course.
(It is possible to take the course even though you are not freshmen.)

Password

- Portal (KUPID) users: Use your portal password.
- Non-portal (KUPID) users: Use the password set under "Password Change for Non-Portal Users." (Before setup: Input the last 7 digits of your resident registration number.)
 - ※ 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/graduate>).
- If you have changed or reset your password through the portal, please wait 10 minutes before logging in.

Inquiries related to course registration

- General graduate school : 02-3290-5146 or graduate2@korea.ac.kr
- Professional/Special graduate school : the administrative offices of each graduate school

Please use Chrome, Firefox, and Edge browsers according to Microsoft's Internet Explorer termination policy.

User Manual (PC)

User Manual (Mobile)

Relevant websites

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[Graduate Login Screen] Enter **Student ID Number** · **Password** at the top right, then click **Login** (center: graduate notices · password · contacts)

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

2 Enter your password in the **Password** field, then click **Login**.

A. Password Guide

- Portal (KUPID) users** : use your portal password.
- Non-portal users** : use the password set in '**Password Change for Non-Portal Users**'.
- If forgotten** : portal users reissue via 'Find Password' on the portal (portal.korea.ac.kr); non-portal users reissue via 'Password Change for Non-Portal Users' on the registration site.

Caution

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

3. Dashboard

Shown right after login. It lets you check your **Student Profile** (including academic status), **registration list**, and **timetable** at a glance.

기본정보 (Student Profile)

Master's degree 1st Semester Course Registering

Spring 2026 List of courses registered (Total : 7)

My Credits : 17

Lecture Room Info : Building Information

Time table

Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class
BUS531	00	Major common	STATISTICS FOR BUSINESS AND ECONOMICS(English)	***	3(3)	Tue(1-2) 142-218	
BUS735	00	Major	SEMINAR IN FINANCE I(English)	***	3(3)	Fri(1-2) 142-208	
BUS5203	01		MANAGEMENT MATHEMATICS	***	3(3)	Mon(2) 142-432 Wed(2) 142-432	
BUS5254	01		INVESTMENTS(English)	***	3(3)	Mon(4) 151-202 Wed(4) 151-202	
DKK500	AH	Research guide	GUIDANCE OF RESEARCH	***	2(0)		
GRA505	00	General core	CAREER EXPLORATION AND DESIGN I	***	2(2)	Tue(5-6) 148-102	
GRA511	02	General core	INTRODUCTION TO GRADUATE STUDIES	***	1(1)	Sat(10)	

Time

Mon

Tue

Wed

Thu

Fri

Sat

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13
14
15

[Dashboard] Student Profile (name & ID redacted) · academic status · List of courses registered (My Credits) · mini timetable — professor names redacted

Component	Description
Student Profile	Name · student ID (redacted) · English name, academic status (e.g., Master's degree, 1st Semester, Course Registering)
List of courses registered	Registered courses for the year/semester with the total My Credits If there is no registration data for the logged-in year/semester, your most recent registration record is shown.
Mini timetable	Shows the time slots of registered courses as colored blocks (hover to see the course information)

4. How to Register for Courses

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

A. Notices

The default tab shown when you open the Course Registration menu. Review it before registering for research-guidance and major courses.

Notices
Register by course number
Register by courses offered

※ 수강신청시 아래사항을 참조하여 연구지도과목 및 전공과목을 수강신청합니다.

- 대학원생은 재수강을 할 수 없으며, 재수강한 교과목은 중복수강으로 학점으로 인정받지 못합니다.
- 연구지도(DKK500)학점은 전공학점 외 매학기 2학점씩을 신청하여 4학기간 총8학점을 이수하여야 합니다. (석박사 통합과정은 8학기 간 총 16학점) 단, 과학기술학협동과정 2학기생 이상, 바이오마이크로 시스템기술협동과정은 2인 지도교수제 시행에 따라 DKK510(연구지도1), DKK520(연구지도2) 두과목으로 신청하여야 합니다.
- 지도교수지정 과목 수강자는 학부시간표를 참고하여 학수번호를 정확히 입력 후 신청하시기 바랍니다.
- 일반대학원에서는 대학원생의 연구자 소양 및 역량 강화 등을 위해 '일반공통' 교과목을 개설·운영하고 있습니다. (개설과목 검색하여 신청 - 대학원: 일반대학원, 학과: 대학원으로 선택하여 교과목 조회 및 신청)
- 수강시간 및 강의장소는 사정에 의해 변경될 수 있습니다.
- 수료연구생은 수료 연구지도(DKK600)만 수강신청이 가능합니다. (분반은 수강신청 이후 대학원에서 일괄 배정)
- 일반대학원에서는 대학원생의 연구자 소양 및 역량 강화 등을 위해 '일반공통' 교과목을 개설·운영하고 있습니다. (개설과목 검색하여 신청 - 대학원: 일반대학원, 학과: 대학원으로 선택하여 교과목 조회 및 신청)
- (대학원 신입생강좌)는 졸업요건(연구윤리, 인권과성평등 등) 및 학기 이수요무 (장애인식개선 등)를 충족할 수 있는 교과목입니다. 대학원 연구 수행에 필요한 기본 소양을 함양하고, 대학원 규정을 숙지하여 성공적인 학업 계획 수립에 도움이 되는 교과이니 신입생분들은 꼭 수강하시기를 추천합니다. (재학생도 수강 가능)

List of courses registered (Total : 7)
My Credits : 17

Lecture Room Info : Building Information
Time table

Delete	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class
Del	BUS531	00	Major common	STATISTICS FOR BUSINESS AND ECONOMICS(English)	***	3(3)	Tue(1-2) 142-218	
Del	BUS735	00	Major	SEMINAR IN FINANCE II(English)	***	3(3)	Fri(1-2) 142-208	
Del	BUSS203	01		MANAGEMENT MATHEMATICS	***	3(3)	Mon(2) 142-432 Wed(2) 142-432	
Del	BUSS254	01		INVESTMENTS(English)	***	3(3)	Mon(4) 151-202 Wed(4) 151-202	
Del	DKK500	AH	Research guide	GUIDANCE OF RESEARCH	***	2(0)		
Del	GRA505	00	General core	CAREER EXPLORATION AND DESIGN I	***	2(2)	Tue(5-6) 148-102	
Del	GRA511	02	General core	INTRODUCTION TO GRADUATE STUDIES	***	1(1)	Sat(10)	

Time: Mon Tue Wed Thu Fri Sat
0
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13
14
15

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

- No retaking** : Graduate students cannot retake courses; a retaken course is not credited (treated as duplicate enrollment).
- Research Guidance** : DKK500 must be taken at 2 credits each semester — 8 credits over 4 semesters (combined MS/PhD: 16 credits over 8 semesters). Certain cooperative programs register DKK510 (Research Guidance 1) and DKK520 (Research Guidance 2); completed-research students take only DKK600 (sections are assigned by the graduate school).
- General-common courses** : when searching offered courses, select **Graduate: Graduate School, Department: Graduate School**.
- Graduate New-Student Course** : a course that fulfills graduation requirements (research ethics, human rights & gender equality, etc.); recommended for new students (current students may also take it).

B. Register by Course Number

Register quickly by entering the **course code** and **section** directly. For advisor-designated courses, enter the course code accurately.

Notices
Register by course number
Register by courses offered

Course Code
Section

Add

List of courses registered (Total : 7)
My Credits : 17

Lecture Room Info : Building Information
Time table

Delete	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class	Time	Mon	Tue	Wed	Thu	Fri	Sat
Del	BUS531	00	Major common	STATISTICS FOR BUSINESS AND ECONOMICS(English)	***	3(3)	Tue(1-2) 142-218								
Del	BUS735	00	Major	SEMINAR IN FINANCE I(English)	***	3(3)	Fri(1-2) 142-208								
Del	BUS5203	01		MANAGEMENT MATHEMATICS	***	3(3)	Mon(2) 142-432 Wed(2) 142-432								
Del	BUS5254	01		INVESTMENTS(English)	***	3(3)	Mon(4) 151-202 Wed(4) 151-202								
Del	DKK500	AH	Research guide	GUIDANCE OF RESEARCH	***	2(0)									
Del	GRA505	00	General core	CAREER EXPLORATION AND DESIGN I	***	2(2)	Tue(5-6) 148-102								
Del	GRA511	02	General core	INTRODUCTION TO GRADUATE STUDIES	***	1(1)	Sat(10)								

[Course Registration ▶ Register by course number] Enter course code & section, then apply

C. Register by Courses Offered

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

Notices
Register by course number
Register by courses offered

Campus Seoul
College section Graduate
Classification Graduate School
Department of Business Administration

Credit
Day All--
Time All-- ~ All--
Professor

Course Code
Section
Course Name

Search
Reset

Search results (Total : 1)
Search result filter All filters FINANCIAL ACCOUNTING

Apply	Campus	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Apply/Limit
Add	Seoul	BUS523	00	Major	FINANCIAL ACCOUNTING 1	***	3.0(3.0)	Tue(4-6) 151-402	0 / 16

After searching, if you enter a filter keywords, you can view only the included data.
Graduate school and department will be disregarded when searching by course number, course title or professor is underway.
Click the course number to view the course syllabus.
Lecture Room Info : Building Information

List of courses registered (Total : 7)
My Credits : 17

Lecture Room Info : Building Information
Time table

Delete	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Re-Att. Class	Time	Mon	Tue	Wed	Thu	Fri	Sat
Del	BUS531	00	Major common	STATISTICS FOR BUSINESS AND ECONOMICS(English)	***	3(3)	Tue(1-2) 142-218								
Del	BUS735	00	Major	SEMINAR IN FINANCE I(English)	***	3(3)	Fri(1-2) 142-208								
Del	BUS5203	01		MANAGEMENT MATHEMATICS	***	3(3)	Mon(2) 142-432 Wed(2) 142-432								
Del	BUS5254	01		INVESTMENTS(English)	***	3(3)	Mon(4) 151-202 Wed(4) 151-202								
Del	DKK500	AH	Research guide	GUIDANCE OF RESEARCH	***	2(0)									
Del	GRA505	00	General core	CAREER EXPLORATION AND DESIGN I	***	2(2)	Tue(5-6) 148-102								
Del	GRA511	02	General core	INTRODUCTION TO GRADUATE STUDIES	***	1(1)	Sat(10)								

[Course Registration ▶ Register by courses offered] Select campus · graduate · classification · department, then search — the **Graduate School** column is shown; professor names redacted

1 For general-common courses, select **Graduate: Graduate School, Classification: General graduate, Department: Graduate School**.

2 Optionally enter a **course name / course code** and click **Search**.

3 Click the **Apply** button on the course you want.

D. Timetable

Use the **Time table** button on the right of the registration list to open the timetable popup, check your registered courses, and print (Print).

Spring 2026 Registration Time table						
Time	Mon	Tue	Wed	Thu	Fri	Sat
0						
1						
2	MANAGEMENT MATHEMATICS 142-432 ***	STATISTICS FOR BUSINESS AND ECONOMICS(English) 142-218 ***	MANAGEMENT MATHEMATICS 142-432 ***		SEMINAR IN FINANCE I(English) 142-208 ***	
3						
4	INVESTMENTS(English) 151-202 ***		INVESTMENTS(English) 151-202 ***			
5		CAREER EXPLORATION AND DESIGN I 148-102 ***				
6						
7						
8						
9						
10						INTRODUCTION TO GRADUATE STUDIES ***

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

Note

Class times and locations may change due to circumstances, so after registering, use the timetable to check for time conflicts or missing courses.

5. Module-based Semester Change

Colleges that operate the module system can click the **Semester change** button in the top bar to switch to the desired term.



[Top bar] The **Semester change** button on the right

Term selection

Choice	Term
☐	1st semester
☐	2st semester
☐	Summer semester
☐	Winter semester
☐	Module1
☐	Module2
☐	Module3
☐	Module4
☐	Module5
☐	Module6

[Term selection] Choose the desired term (1st/2nd semester · Summer/Winter · Module 1–6)

- **Colleges using the module system** can click the **Semester change** button to switch to the desired term.
- In the Term selection window, choose a regular semester (1st/2nd), a seasonal session (Summer/Winter), or **Module 1–6**.

6. Course Search (Graduate Courses)

Use **Search Course** ▶ **Graduate Courses** to look up offered courses. This provides viewing only (no registration).

2026
Spring
Campus
Seoul
Graduate
Graduate School
Department of Business Administration
Credit
Day
All-
Time
All- ~ All-
Course Time table
Professor
Course Code
Section
Course Name
Search
Reset

Search results (Total : 35)
Search result filter
All filters
Enter search keywords

Major	Course Code	Section	Classification	Course Name	Professor	Credit (Period)	Period/Building-Room No.	Exchange Student	flexible semester
Accounting	BUS523	00	Major	FINANCIAL ACCOUNTING 1 수업 시간(Class time): 14:00-17:00	***	3.0(3.0)	Tue(4-6) 151-402		
	BUS529	00	Major common	ACADEMIC WRITING IN ENGLISH FOR GRADUATE STUDENTS(English)	***	3.0(3.0)	Fri(1-2) 142-107	✓	
	BUS530	00	Major common	ADVANCED ACADEMIC WRITING IN ENGLISH FOR GRADUATE STUDENTS(English)	***	3.0(3.0)	Fri(1-2) 142-108	✓	
	BUS531	00	Major common	STATISTICS FOR BUSINESS AND ECONOMICS(English)	***	3.0(3.0)	Tue(1-2) 142-218	✓	
	BUS532	00	Major common	ADVANCED STATISTICS FOR BUSINESS AND ECONOMICS(English)	***	3.0(3.0)	Fri(4-5) 142-210	✓	
	BUS534	00	Major common	BUSINESS DATA CODING(English)	***	3.0(3.0)	Fri(4-5) 142-207		
	BUS607	00	Major	STRATEGIC MANAGEMENT(English)	***	3.0(3.0)	Thu(3-4) 142-428		
Information Systems	BUS617	00	Major	INTERNET TECHNOLOGY & E-BUSINESS	***	3.0(3.0)	Wed(4-5) 142-428		
Finance	BUS637	00	Major	RISK MANAGEMENT(English)	***	3.0(3.0)	Tue(5-6) 142-206	✓	
Accounting	BUS649	00	Major	CURRENT ISSUES IN ACCOUNTING(English)	***	3.0(3.0)	Fri(4-5) 142-301		

After searching, if you enter a filter keywords, you can view only the included data.
Graduate school and department will be disregarded when searching by course number, course title or professor is underway.
Click the course number to view the course syllabus.
Lecture Room Info : [Building Information](#)
Close

[Search Course ▶ Graduate Courses] Select year · semester · campus · graduate school · department, then search — all professor names are redacted (***)

- Select the **graduate school and department** (e.g., Graduate School / Department of Business Administration) and the year/semester, then search.
- **Click the course code** to view the course syllabus.
- When searching by course code, course title, or professor, the graduate-school/department conditions are disregarded.

Privacy

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

7. Sorting & Filtering in Course Search

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

■ Search results (Total : 35)									
Search result filter All filters Enter search keywords									
Apply	Campus	Course Code ▲	Section ▲	Classification ▲	Course Name ▲	Professor ▲	Credit (Period) ▲	Period/Building-Room No. ▲	Apply/Limit ▲
Add	Seoul	BUS523	00	Major	FINANCIAL ACCOUNTING 1	***	3.0(3.0)	Tue(4-6) 151-402	0 / 16
Add	Seoul	BUS529	00	Major common	ACADEMIC WRITING IN ENGLISH FOR GRADUATE STUDENTS(English)	***	3.0(3.0)	Fri(1-2) 142-107	0 / -
Add	Seoul	BUS530	00	Major common	ADVANCED ACADEMIC WRITING IN ENGLISH FOR GRADUATE STUDENTS(English)	***	3.0(3.0)	Fri(1-2) 142-108	0 / -
Add	Seoul	BUS531	00	Major common	STATISTICS FOR BUSINESS AND ECONOMICS(English)	***	3.0(3.0)	Tue(1-2) 142-218	0 / 52
Add	Seoul	BUS532	00	Major common	ADVANCED STATISTICS FOR BUSINESS AND ECONOMICS(English)	***	3.0(3.0)	Fri(4-5) 142-210	0 / -
Add	Seoul	BUS534	00	Major common	BUSINESS DATA CODING(English)	***	3.0(3.0)	Fri(4-5) 142-207	0 / -
Add	Seoul	BUS607	00	Major	STRATEGIC MANAGEMENT(English)	***	3.0(3.0)	Thu(3-4) 142-428	0 / 16

[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.

8. Course Registration Precautions

The following features are applied for stable course registration.

A. Macro Prevention

- 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.)

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. 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**”. (Methods differ by browser and version — check the browser's official site or search.)

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 ***.