
Guidelines on Course Registration & Cancellation-Delay System

How to

First, Log-in with
Ajou Student ID
number & Date of birth

Course Registration for Ajou Exchange & Visiting Students For Fall semester 2022

I.D.

PASSWORD

[Login](#)

* Please input your Ajou ID and your date of Birth(formatted as "yyymmdd") on a password.

- Ajou ID: 201700000 - Password : date of birth.

For course descriptions please visit the online directory of classes :
[Website for Course Description](#)

You can also check the course description, list and additional information on this website.

<https://oia.ajou.ac.kr/oia/incoming/english-course.do>

This online course registration page will be ONLY available for application period.

How to

You will find these fields.

To register a course categorized as “General”, please click “General” and click “Search”.

Course Information ▼ Course List Applied

2022 Fall Semester Course Information

Selection		Major									
Selection ▼		**Selection** ▼		Search							
No	Registration	Course No	Class	Seats	Professor	Classroom	Class Time	Apply Available Time			
No data found.											

****Selection****

General

Korean

Sports

Major

How to

Click "Register"

2022 Fall Semester Course Information

Selection	<input type="text" value="General"/>	Major	<input type="text" value="**All**"/>	<input type="button" value="Search"/>
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No	Registration	Course No.	Subject	Credits	Hours	Class	Seats	Professor	Classroom	Class Time	Apply Available Time
1	<input type="button" value="Register"/>	I004	Business Statistics and Data Analysis	3	3	3		Jaeyoun Hwang		Tue D(YH507) Thu C(YH507)	
2	<input type="button" value="Register"/>	X294	Comparing Novels with Films	3	3	1		Joseph Ball		Mon C(Seong201-1) Wed C(Seong201-1)	

How to

To register a course categorized as “Major”, please click “Major”, select the Major and click “Search”.

The screenshot displays a web interface for course registration. At the top, there are two tabs: "Course Information" and "Course List Applied". Below the tabs, the text "2022 Fall Semester Course Information" is visible. A dropdown menu labeled "Selection" is set to "Major" and is highlighted with a red box. To its right, another dropdown menu labeled "Major" is open, showing a list of engineering and science disciplines. The "Chemical Engineering" option is highlighted in blue. A "Search" button is located to the right of the "Major" dropdown. Below these elements is a table of course information.

No	Registration	Course No.	Subject	Credits	Hours	Class	Seats	Professor
1	Register	D019	Chemical Engineering Thermodynamics 1	3	3	1	2	PARK, EUN DUCK
2	Register	D023	Process Fluid Mechanics	3	3	2	2	Ju-Hyung Kim
3	Register	D027	Nanoparticles Engineering	3	3	1	2	Hwang Jongkook
4	Register	D008	Special Topics in Chemical Engineering 1	3	3	1	5	Seok Ki Kim

How to

Click "Register"

Course Information

Course List Applied

2022 Fall Semester Course Information

Selection

Major

Major

Chemical Engineering

Search

No	Registration	Course No.	Subject	Credits	Hours	Class	Seats	Professor	Available
1	Register	D019	Chemical Engineering Thermodynamics 1	3	3	1	2	PARK, EUN DUCK	
2	Register	D023	Process Fluid Mechanics	3	3	2	2	Ju-Hyung Kim	
3	Register	D027	Nanoparticles Engineering	3	3	1	2	Hwang Jongkook	
4	Register	D008	Special Topics in Chemical Engineering 1	3	3	1	5	Seok Ki Kim	

****Selection****

- Mechanical Engineering
- Industrial Engineering
- Chemical Engineering
- Materials Science and Engineering
- Applied Chemistry & Biological Engineering
- Environmental and Safety Engineering
- Civil System Engineering
- Transportation System Engineering
- Architecture
- Architectural Engineering
- Electrical Engineering
- Information and Computer Engineering
- Software Convergence Engineering
- Media Contents
- Social Media
- Mathematics
- Physics
- Chemistry
- Biological Science

How to

Enter the authentication code and click Confirm to proceed.

The screenshot shows a web interface for course registration. At the top, there are two tabs: "Course Information" and "Course List Applied". Below the tabs, the page is titled "2022 Fall Semester Course Information". On the left, there is a "Selection" dropdown menu set to "Major". On the right, there is a "Course List Applied" section with a dropdown menu set to "Chemical Engineering" and a "Search" button. The main content is a table of courses. A dialog box titled "authentication" is overlaid on the table. The dialog box contains a text input field with the number "7315" entered, a refresh icon, an "authentication number" label, an empty text input field, and two buttons: "Confirm" and "Cancel".

No	Registration	Course No.	Subject	Cr	Classroom	Class Time	Apply Available Time
1	Register	D019	Chemical Engineering Thermodynamics 1			Tue A(WEB303) Fri A (WEB303)	
2	Register	D023	Process Fluid Mechanics			Mon B(CDL106) Thu B (CDL106)	
3	Register	D027	Nanoparticles Engineering			Wed D(WEB303) Fri D (WEB303)	
4	Register	D008	Special Topics in Chemical Engineering 1			Wed B(WEB303) Fri B (WEB303)	

How to

The registered courses can be viewed on the “Course List Applied” tab.

Course Information

Course List Applied ▼

Course List Applied Total Credits : **3.0**

No	Cancel	Course No.	Subject	Credits	Hours	Class	Professor	Classroom	Class Time
1	Cancel	I005	Business Statistics and Data Analysis	3	3	3	Jaeyoun Hwang		Mon D(Da311) Thu D(Da311)

Cancellation-Delay System

○ Registration System (before)

- When someone drops a course, available seats are shown immediately.
- First-come-first-served basis is applied.
- Specific guideline will be sent via email

○ Registration System (after)

- When someone drops a course, available time will be informed.
- When the available time begins, first-come-first-served basis is applied.
- For the courses with seats left, it will be first-come-first serve basis without the cancellation-delay system.

Cancellation-Delay System: Applied Time

	Example	System
Within 30 minutes after course registration starts	08:00:00 ~ 08:29:59	First-come-first-served basis
After 30 minutes to 1 hour before registration ends	08:30:00 ~ 14:59:59	<ul style="list-style-type: none">➤ Cancellation-Delay system will be used for courses with no seats left➤ First-come-first-served basis for courses with seats left
Last 1 hour until course registration ends	15:00:00 ~ 15:59:59	First-come-first-served basis

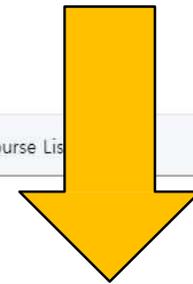
Cancellation-Delay System: Example

- Students can register after 1 hour from the cancellation. The “apply available time” of the minutes will be rounded down.
 - > Ex1) At 11:05, 1 person cancels
-> available seat: 1, apply available time: 12:00
 - > Ex2) At 11:25, 1 person cancels
-> available seat: 1, apply available time: 12:20
 - > Ex3) At 14:25, 1 person cancels
-> available seat: 1, apply available time: 15:00
-> cancellations made after 14:00, the apply available time will be from 15:00 at once with first-come-first-serve basis.
- From the FIRST cancellation, “apply available time” will be shown and able to register after 1 hour. Additional cancellations made within one hour will be accumulated and able to register in first-come-first-serve basis

Cancellation-Delay System: Example

Ex) When maximum seats are 2, available seats(can register now) are 0.

-> If someone drops the course at 11:25, available seats changes from 0 to 1 and the “apply available time” will be shown as 12:20.



Course Information ▼ Course List Applied

2021 Fall Semester Course Information

Language: Major ▼ Major: Business Administration ▼ Search

No	Registration	Course No.	Subject	Credits	Hours	Class	Seats	Professor	Maximum seats	Available seats	Apply Available Time
1	Register	1040	Operations Management	3	3	2	19	Chang Hwan Lee	2	0	

Course Information ▼ Course List Applied

2021 Fall Semester Course Information

Language: Major ▼ Major: Business Administration ▼ Search

No	Registration	Course No.	Subject	Credits	Hours	Class	Seats	Professor	Maximum seats	Available seats	Apply Available Time
1	Register	1040	Operations Management	3	3	2	19	Chang Hwan Lee	2	1	12:20

Cancellation-Delay System: Example

- From the FIRST cancellation, “apply available time” will be shown and able to register after 1 hour. Additional cancellations made within one hour will be accumulated and able to register in first-come-first-serve basis
 - > Ex1) 1 person cancels at 11:25, another person cancels at 11:35
-> available seat: 2, apply available time: 12:20
 - > Ex2) 1 person cancels at 11:25, 3 people cancels at 11:35, 2 people cancel at 11:35
-> available seat: 6, apply available time: 12:20