
Guidelines on Course Registration & Cancellation-Delay System

How to

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

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”.

The screenshot shows a web interface for course registration. At the top, there are two tabs: "Course Information" (active) and "Course List Applied". Below the tabs, the text "2022 Spring Semester Course Information" is displayed. The main area contains a search form with two dropdown menus: "Language" and "Major", both currently set to "**Selection**". A "Search" button is located to the right of the "Major" dropdown and is highlighted with a red box. A dropdown menu is open for the "Language" field, showing a list of options: "**Selection**", "General", "Korean", "Sports", and "Major". The "General" option is highlighted with a red box. Below the search form is a table with columns: "No", "Registration", "Course No", "Class", "Seats", "Professor", "Classroom", "Class Time", and "Apply Available Time". The table is currently empty, with the text "No data found." centered below it.

How to

Click “Register”

Course Information ▼ Course List Applied

2022 Spring Semester Course Information

Language: ▼ Major: ▼

No	Registration	Course No.	Subject	Credits	Hours	Class	Seats	Professor	Classroom	Class Time	Apply Available Time
1	<input type="button" value="Register"/>	I005	Business Statistics and Data Analysis	3	3	3	●	Jaeyoun Hwang		Mon D(Da311) Thu D(Da311)	

How to

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

The screenshot shows a web interface for course registration. At the top, there are two tabs: "Course Information" (selected) and "Course List Applied". Below the tabs, the text "2022 Spring Semester Course Information" is displayed. The main content area contains a table with columns: No, Registration, Course No., Subject, Credits, Hours, Class, Seats, and Professor. Two rows are visible, each with a "Register" button. To the right of the table, there is a search interface with a dropdown menu for "Major" (highlighted with a red box) and a search dropdown for "Software and Computer Engineer" (also highlighted with a red box). The search dropdown is open, showing a list of majors including "English Language and Literature" (highlighted in blue), "French Language and Literature", "History", "Cultural Contents Study", "Economics", "Public Administration", "Psychology", "Sociology", "Political Science and Diplomacy", and "Sports Leisure". A "Search" button is located to the right of the search dropdown.

No	Registration	Course No.	Subject	Credits	Hours	Class	Seats	Professor
1	<input type="button" value="Register"/>	F012	Computer Networks	3	3	4	●	PAUL RAJIB
2	<input type="button" value="Register"/>	F025	Data Structure	3	3	4	●	PAUL RAJIB

How to

Click “Register”

Course Information ▼ Course List Applied

2022 Spring Semester Course Information

Language: General ▼ Major: **All** ▼

No	Registration	Course No.	Subject	Credits	Hours	Class	Seats	Professor	Classroom	Class Time	Apply Available Time
1	<input type="button" value="Register"/>	I005	Business Statistics and Data Analysis	3	3	3		Jaeyoun Hwang		Mon D(Da311) Thu D(Da311)	

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, there is a section titled "2022 Spring Semester Course Information". This section contains a table with columns for "No", "Registration", "Course No.", "Subject", "Classroom", "Class Time", and "Apply Available Time". The table lists several courses, each with a "Register" button. Overlaid on the table is a white dialog box titled "authentication". The dialog box has a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the handwritten number "2264", which is highlighted with a red box. To the right of the input field is a refresh icon (two circular arrows). Below the input field is a label "authentication number" followed by an empty text input field. At the bottom of the dialog, there are two buttons: "Confirm" (highlighted with a red box) and "Cancel".

No	Registration	Course No.	Subject	Classroom	Class Time	Apply Available Time			
1	Register	I005	Business Statistics and Data Analysis		Mon D(Da311) Thu D(Da311)				
2	Register	X105	Contemporary Drama and Performance		Mon E(Seong304) Wed E(Seong304)				
3	Register	X015	Current Issues in Korean Society		Mon E(Yul262) Wed E(Yul262)				
4	Register	F093	Linear Algebra.1		Mon B(YH907) Thu B(YH907)				
5	Register	C006	Mathematics for Electrical Engineering		Tue C(WH535) Fri C(WH535)				
6	Register	C007	Mathematics for Electrical Engineering	3	3	2	● Sangsin Na	Tue E(WH535) Fri E(WH535)	
7	Register	X101	Science and Religion	3	3	1	● Lee, Jae Shin	Mon A(YH105) Wed A(YH105)	
8	Register	X016	Understanding Korean Society	3	3	1	● Sim, Young-taek	Mon C(Seong234) Wed C(Seong234)	
9	Register	X058	Western Music History	3	3	1	● Chae, Sooh	Wed D(Yul359) Fri D(Yul359)	

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	<input type="button" value="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

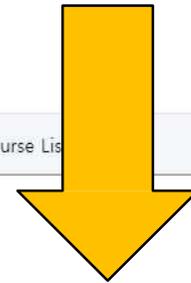
Cancellation-Delay System: Example

- 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