

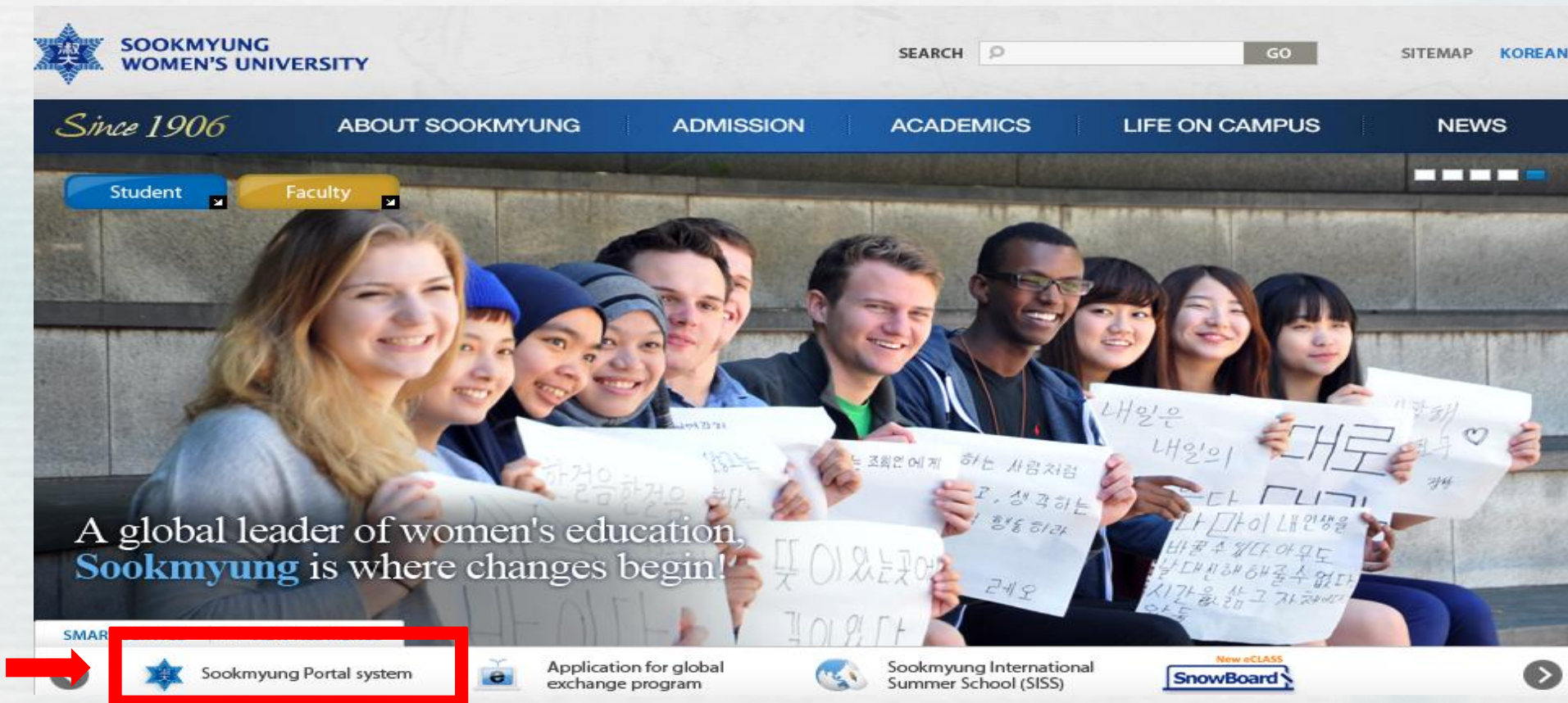


How to register for your courses

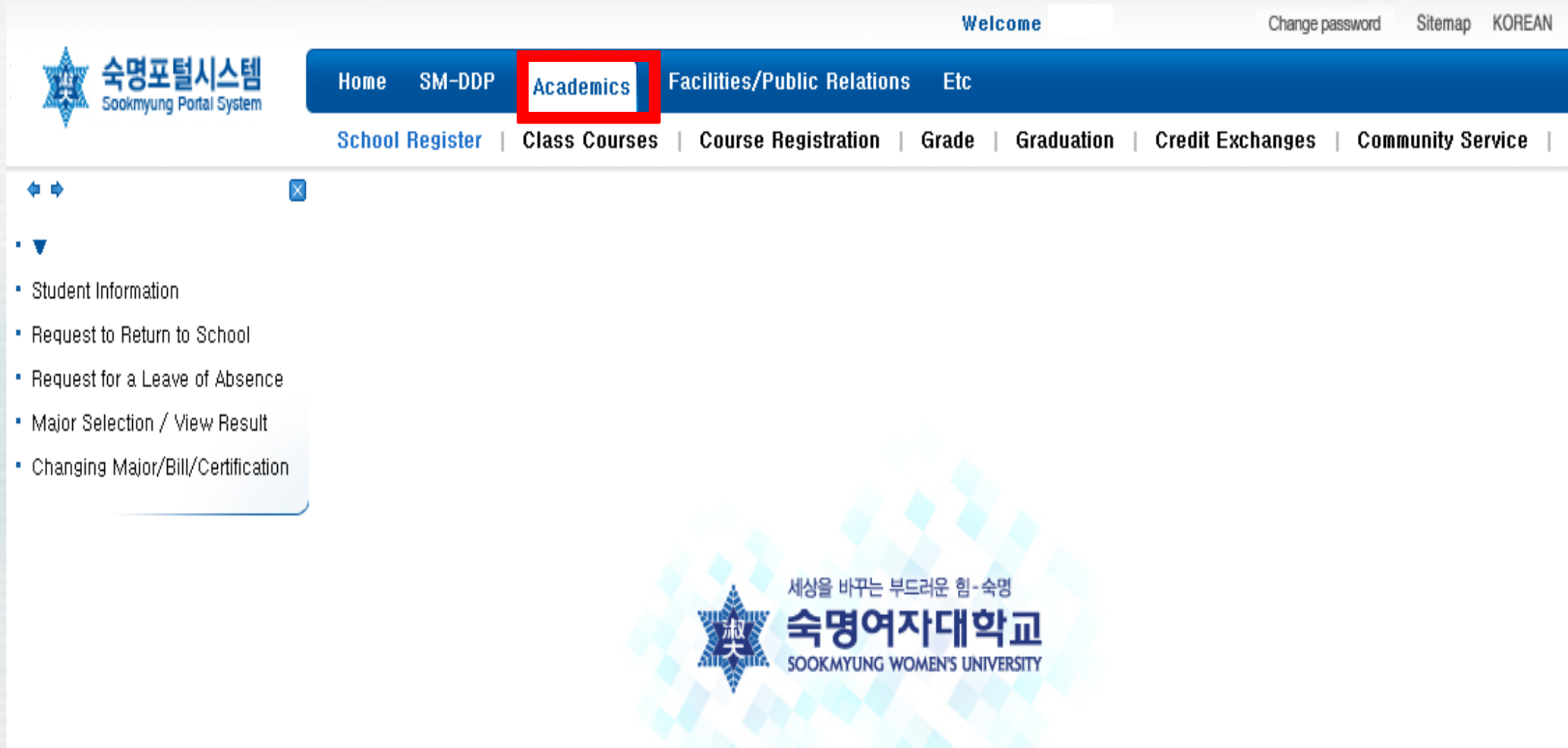
**FOR SOOKMYUNG WOMEN'S UNIV INT'L STUDENTS
OFFICE OF INTERNATIONAL AFFAIRS**

1. Go to website: e.sookmyung.ac.kr

2. Log in “Sookmyung Portal system” with your ID and PW. Your initial password is **P1234567**. Please make sure that when you change your password you remember the new one correctly.



3. Click **Academics** at the top of the page.



The screenshot shows the Sookmyung Portal System interface. At the top right, there are links for "Welcome", "Change password", "Sitemap", and "KOREAN". The main navigation bar is blue and contains the following items: "Home", "SM-DDP", "Academics" (highlighted with a red box), "Facilities/Public Relations", and "Etc". Below this bar is a secondary navigation bar with links: "School Register", "Class Courses", "Course Registration", "Grade", "Graduation", "Credit Exchanges", and "Community Service". On the left side, there is a sidebar menu with a dropdown arrow and the following items: "Student Information", "Request to Return to School", "Request for a Leave of Absence", "Major Selection / View Result", and "Changing Major/Bill/Certification". At the bottom center, there is a logo for Sookmyung Women's University with the text "세상을 바꾸는 부드러운 힘-숙명" and "SOOKMYUNG WOMEN'S UNIVERSITY".

숙명포털시스템
Sookmyung Portal System

Home SM-DDP **Academics** Facilities/Public Relations Etc

School Register | Class Courses | Course Registration | Grade | Graduation | Credit Exchanges | Community Service |

- ▼
- Student Information
- Request to Return to School
- Request for a Leave of Absence
- Major Selection / View Result
- Changing Major/Bill/Certification

세상을 바꾸는 부드러운 힘-숙명
숙명여자대학교
SOOKMYUNG WOMEN'S UNIVERSITY

4. Click **Course Registration** below Academics category, then on the left side, **Course Registration** once again.

The screenshot displays the Sookmyung Portal System interface. At the top, there is a header with the logo and name '숙명포털시스템 Sookmyung Portal System'. Below this is a main navigation bar with tabs: Home, SM-DDP, Academics, Facilities/Public Relations, and Etc. Under the Academics tab, there is a sub-menu with links: School Register, Class Courses, **Course Registration** (highlighted with a red box and a red arrow labeled '1'), Grade, Graduation, Credit Exchanges, Community Service, and Registration. On the left side of the page, there is a sidebar with a list of links: Summer/Winter Session Notice, **Course Registration** (highlighted with a red box and a red arrow labeled '2'), Search for Classes, Course Schedule, Class Drop, Pre-registration for Summer/Winter, Print Tuition Fee Bill for Summer/Winter, and Request for Tuition Refund of Summer. In the center of the page, there is a 'Notice' section with several bullet points: 'Please check your registration and grade information needed before the course registration.', 'You can move on to course registration, only when you finish each step.', 'Step1 and 2 can be activated before you start registering.', 'When you are done with Step2, you can activate Step3 and go to the course registration web page..', and 'If you log in with one I.D. from several websites at the same time, or click F5, you will be disconnected and moved to the first page.' Below the notice section, there is a 'Logout' button and a red text instruction: 'Please click "Log Out" button after you finish course registration.' At the bottom of the page, there is a blue bar with the text 'Course registration pre-check'.

Welcome

Change password Sitemap KOREAN Information

Home SM-DDP Academics Facilities/Public Relations Etc

School Register | Class Courses | **Course Registration** | Grade | Graduation | Credit Exchanges | Community Service | Registration

2

- Summer/Winter Session Notice
- Course Registration**
- Search for Classes
- Course Schedule
- Class Drop
- Pre-registration for Summer/Winter :
- Print Tuition Fee Bill for Summer/Winter
- Request for Tuition Refund of Summer

Notice

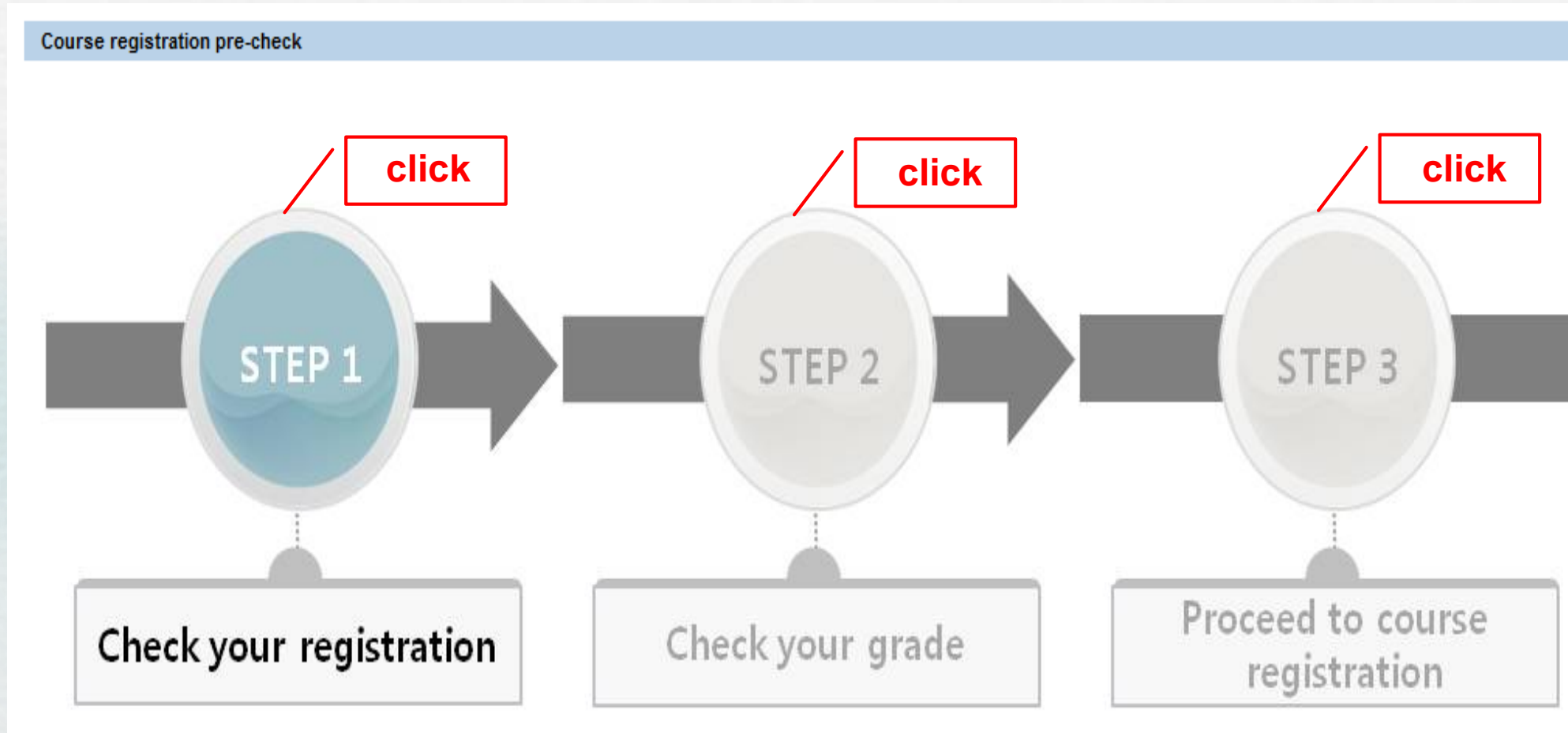
- Please check your registration and grade information needed before the course registration.
- You can move on to course registration, only when you finish each step.
- Step1 and 2 can be activated before you start registering.
- When you are done with Step2, you can activate Step3 and go to the course registration web page..
- If you log in with one I.D. from several websites at the same time, or click F5, you will be disconnected and moved to the first page.

Logout

Please click "Log Out" button after you finish course registration.

Course registration pre-check

5. Then, you will see the pre-check image as below.
Click all the steps to continue.



6. When you finally access to Undergraduate Course Registration page as below,

[Welcome](#)[Change password](#)[Sitemap](#)[KOREAN](#)[Information](#)

**숙명포털시스템**
Sookmyung Portal System

HomeSM-DDPAcademicsFacilities/Public RelationsEtc

School Register | Class Courses | [Course Registration](#) | Grade | Graduation | Credit Exchanges | Community Service | Registration

◀ ▶

✕

- Summer/Winter Session Notice
- [Course Registration](#)
- Search for Classes
- Course Schedule
- Class Drop
- Pre-registration for Summer/Winter :
- Print Tuition Fee Bill for Summer/Wi
- Request for Tuition Refund of Summ

 Logout

Please click "Log Out" button after you finish course registration.

Student Personal Information

Student ID:	<input type="text" value="09"/>	Name:	<input type="text"/>	Course:	<input type="text" value="Undergraduate program"/>	Department:	<input type="text"/>
Student Group:	<input type="text"/>	Year:	<input type="text" value="Senior"/>	Semester:	<input type="text" value="08 class"/>	Maximum Credits Available:	<input type="text" value="21"/>
GELT 등급(말하기):	<input type="text"/>	GELT 등급(쓰기):	<input type="text"/>	소속분반:	<input type="text" value="해당사항 없음"/>		

There are several ways of searching and registering courses as follows;

- Type of Lecture**

If you would like to search for lecture courses held in English, click Type of Lecture and search with English options.

Search for Courses

Direct Input

Required Electives

Core Electives

General Electives

Major

Other Major

Teaching Profession







Core

Type of Lecture

Type Of Lecture: Language: English

Search

Please input a course type or a language in which courses are taught.

Course Name	Course Number	Class Number	Syllabus	Class Classification	
A REQUISITE COURSE FOR PAINTINGS	21003267	002		General Liberal Arts electives	MO 10:00-12:50
AMERICAN CULTURE AND HISTORY	21003253	001		Core Liberal Arts electives	TU 15:00-16:50 TH 15:00-15:50
AN INTRODUCTION TO KOREAN TRADITIONAL DANCE	21003980	001		General Liberal Arts electives	MO 10:00-12:50
ANATOMY	21010054			Major Required	MO 10:00-11:50
ANATOMY	21010054			Major Required	MO 13:00-14:50
ANAYSIS AND INFORMATION OF FASHION MATERIALS	21002202	003		Major Required	TU 15:00-18:50 (Q

- **Major**

If you are willing to search by your major, click Major and the list of the subjects will be appeared.

Search for Courses

Direct Input

Required Electives


Core Electives





General Electives

Major

Other Major

Teaching Profession

Major: Major Required  Search

Course Name	Course Number	Class Number	Syllabus	Class Classification	Maximum Number	Registered number	Remaining Seats Available	Professor	Type of Lecture	Language	Qualification	Remarks	Grade	Pass/Fail	Register
ADVANCED MARKETING	21003816	001		Major Required	60	33	27	Byungjong Lee		English				<input type="checkbox"/>	
FINANCE AND ACCOUNTING FOR HOSPITALITY BUSINESSES	21003814	001		Major Required											
INTRODUCTION TO CULTURE AND TOURISM, AND RESTAURANT MANAGEMENT	21003898	001		Major Required											

- Make sure to check which language the class will be taught. If the Language remains as blank, that means it will be held in Korean.



- **Other Major**

You can also search by Other Major, if you are interested in other subjects.

Search for Courses

Direct Input

Required Electives

Core Electives

General Electives


Major




Other Major

Teaching Profession

Department: University

Major: GLOBAL COOPERATION

 Search

Course Name	Course Number	Class Number	Syllabus	Class Classification
CROSS CULTURAL COMMUNICATION	21004066	001		Major Elective
DEVELOPMENT AND HUMAN SECURITY	21101326			Major Elective
DIGITAL COMMUNICATION & PRESENTATION	21009885	001		Major Required

- **Direct Input**

If you already know the course number that you will register, you can type the number and register right away as using Direct Input.

Search for Courses

Direct Input

Required Electives

Core Electives

General Electives

Major

Other Major

Teaching Profession

Core


Type of Lecture

Search for Courses


Course Number: *

00000000

- 000

 Register Now


*Course Number – You can register directly by typing Class Number. Eg)21000001 - 1




Course Name	Course Number	Class Number	Syllabus	Class Classification	Hours	Course Level	Credits/Theory/Practice	Maximum Number	Registered number	Remaining
<div> The table does not contain any data</div>										

7. If you want to have a look at course syllabus, click Syllabus icon.

Search for Courses




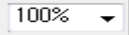








Direct Input Required Electives Core Electives General Electives Major Other Major Teaching Profession

Department: Major:  Search

Course Name	Course Number	Class Number	Syllabus	Class Classification
CROSS CULTURAL COMMUNICATION	21004066	001		Major Elective
DEVELOPMENT AND HUMAN SECURITY	21101326			Major Elective
DIGITAL COMMUNICATION & PRESENTATION	21009885	001		Major Required

Syllabus will be seen as below.

To go to next page, click  and to go to the last page, click 



강 의 계 획 서 (Syllabus)

2013 1st Semester

*** 강의과목**

교과목명 (Course Name)	Job Process of International Organizatio			언어 (Language)
	Job Process of International Organization			
과목번호 -분반 (Course No.-Class)	21009891-001	수강대상 (Major)		
학점/이론/실험 (Credits/Theory/Practice)	3/2/1	요일/강의시간/강의실 (Day/Time/Classroom)	TH 17:00-19:45 (Myungshin Building 309)	
강의종류 (Method)	실험,실습,실기(Experiment&Practice)		강의유형 (Type)	

*** 담당교수(Professor)**

교수명 (Name)	소속 (Department)	연락처 (Personal Number)	공개전화번호 (Office Number)	E-Mail	상담시간 (Available Hours)
Han Hee Lee	School of Global Service	01037099041	0220777085	hanhee7@sookmyung.ac.kr	

8. Once you find a subject which you want to register, click Register button on the far right side.

ctice	Maximum Number	Registered number	Remaining Seats Available	Professor	Type of Lecture	Language	Qualification	Remarks	Grade	Pass/Fail	Register
	30	7	23	Kim		English				<input type="checkbox"/>	Register
	60	35	25	Eun Jin Park		English				<input type="checkbox"/>	Register

9. If you are done registration, you will see the final list of courses that you applied for as below. Please make sure if you register for the right courses.

Undergraduate Course Registration

Logout

Please click "Log Out" button after you finish course registration.

Student Personal Information

Student ID: 09

Name:

Course: Undergraduate program

Department:

Student Group:

Year: Senior

Semester: 08 class

Maximum Credits Available: 21

GELT 등급(말하기):

GELT 등급(쓰기):

소속분반: 해당사항 없음

Course Descriptions

수강순위 조회


Course Name	Course Number	Class Number	Syllabus	Class Classification	Hours
UNDERSTANDING INTERGOVERNMENTAL ORGANIZA	21009891	001		Major Elective	TH 17:00-19:45 (Myungshin Buildin
INTRODUCTION TO FINANCIAL REPORTS&COST C	21003804	001		Major Elective	MO 13:00-14:50 (Myungshin Buildir WE 13:00-13:50 (Myungshin Buildir
FINANCE AND ACCOUNTING FOR HOSPITALITY B	21003814	001		Major Required	MO 11:00-12:50 (Myungshin Buildir WE 12:00-12:50 (Myungshin Buildir
FOOD AND BEVERAGE SERVICE	21003810	001		Major Elective	WE 08:00-10:50 (Continuing Educati FR 11:00-12:50 (Continuing Educati
COMPARISON OF WORLD AND KOREAN FOODS	21003815	001		Major Elective	TU 11:00-11:50 (Myungshin Buildin TH 09:00-10:50 (Myungshin Buildin
GLOBAL DYNAMICS OF NATURAL RESOURCE SUPP	21100766			Major Elective	WE 14:00-14:50 (Changhak Building FR 13:00-14:50 (Changhak Building
NATIONAL IMAGE & PR	21009886	001		Major Elective	MO 17:00-19:45 (Changhak Building

Number of Registered Courses: 7

Registered Credits: 21

Maximum Credits Available: 21

10. You can also check your final schedule clicking Course Schedule on the left side of the page.

**숙명포털시스템**
Sookmyung Portal System

WelcomeChange passwordSitemapKOREAN

HomeSM-DDP**Academics**Facilities/Public RelationsEtc

School Register | Class Courses | **Course Registration** | Grade | Graduation | Credit Exchanges | Community Service |

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- Summer/Winter Session Notice
- Course Registration
- Search for Classes
- Course Schedule**
- Class Drop
- Pre-registration for Summer/Winter :
- Print Tuition Fee Bill for Summer/Wi
- Request for Tuition Refund of Summ


Course Schedule

Course Schedule(Student)

Search Information

Academic Year: 2013 Semester: 1st Semester  Search


Search Result

 Preview

Number of Registered Courses: 7 Re

Hours	Mon	Tue	Wed	Thu	Fri	
1			FOOD AND BEVERAGE SERVICE 21003810-001 Kim Continuing Education 501 08:00-10:50			
2			FOOD AND BEVERAGE SERVICE 21003810-001 Kim Continuing Education 501 08:00-10:50	COMPARISON OF WORLD AND KOREAN FOODS 21003815-001 Yoon Jiyoung Myungshin Building 516 09:00-10:50		
3			FOOD AND BEVERAGE SERVICE 21003810-001 Kim Continuing Education 501 08:00-10:50	COMPARISON OF WORLD AND KOREAN FOODS 21003815-001 Yoon Jiyoung Myungshin Building 516 09:00-10:50		

11. If you click Preview,

**숙명포털시스템**
Sookmyung Portal System

WelcomeChange passwordSitemapKOREAN

HomeSM-DDPAcademicsFacilities/Public RelationsEtc

School Register | Class Courses | **Course Registration** | Grade | Graduation | Credit Exchanges | Community Service |

Summer/Winter Session Notice

Course Registration

Search for Classes

Course Schedule

Class Drop


Pre-registration for Summer/Winter :

Print Tuition Fee Bill for Summer/Winter :


Request for Tuition Refund of Summer

Course Schedule(Student)

Search Information

Academic Year: 2013 Semester: 1st Semester  Search

Search Result

 Preview

Number of Registered Courses: 7

Hours	Mon	Tue	Wed	Thu	Fri	
1			FOOD AND BEVERAGE SERVICE 21003810-001 Kim Continuing Education 501 08:00-10:50			
2			FOOD AND BEVERAGE SERVICE 21003810-001 Kim Continuing Education 501 08:00-10:50	COMPARISON OF WORLD AND KOREAN FOODS 21003815-001 Yoon Jiyoung Myungshin Building 516 09:00-10:50		
3			FOOD AND BEVERAGE SERVICE 21003810-001 Kim Continuing Education 501 08:00-10:50	COMPARISON OF WORLD AND KOREAN FOODS 21003815-001 Yoon Jiyoung Myungshin Building 516 09:00-10:50		

You will see your final course schedule as below. You can either print out or save it as PDF file here.



2013 1st Semester Course Schedule

Department: LCB Hospitality Management

Student ID: 0910860

Name: JUNG SOJUNG

Hours	Mon	Tue	Wed	Thu	Fri	Sat
1			FOOD AND BEVERAGE SERVICE 21003210-001 Kim Continuing Education 801 08:00-10:50			
2			FOOD AND BEVERAGE SERVICE 21003210-001 Kim Continuing Education 801 08:00-10:50	COMPARISON OF WORLD AND KOREAN FOODS 21003215-001 Yoon Jiyoun Myungshin Building 516 09:00-10:50		
3			FOOD AND BEVERAGE SERVICE 21003210-001 Kim Continuing Education 801 08:00-10:50	COMPARISON OF WORLD AND KOREAN FOODS 21003215-001 Yoon Jiyoun Myungshin Building 516 09:00-10:50		
4	FINANCE AND ACCOUNTING FOR HOSPITALITY BUSINESSES 21003214-001 Youn Hyeon Myungshin Building 516 11:00-12:50	COMPARISON OF WORLD AND KOREAN FOODS 21003215-001 Yoon Jiyoun Myungshin Building 516 11:00-11:50			FOOD AND BEVERAGE SERVICE 21003210-001 Kim Continuing Education 801 11:00-12:50	
5	FINANCE AND ACCOUNTING FOR HOSPITALITY BUSINESSES 21003214-001 Youn Hyeon Myungshin Building 516 11:00-12:50		FINANCE AND ACCOUNTING FOR HOSPITALITY BUSINESSES 21003214-001 Youn Hyeon Myungshin Building 516 12:00-12:50		FOOD AND BEVERAGE SERVICE 21003210-001 Kim Continuing Education 801 11:00-12:50	
6	INTRODUCTION TO FINANCIAL REPORTS&COST CONTROL FOR HOTELS 21003204-001 Youn Hyeon Myungshin Building 516 13:00-14:50		INTRODUCTION TO FINANCIAL REPORTS&COST CONTROL FOR HOTELS 21003204-001 Youn Hyeon Myungshin Building 516 13:00-13:50		GLOBAL DYNAMICS OF NATURAL RESOURCE SUPPLIES 21100788-001 Jung Jaewook Changshik Building B111 13:00-14:50	
7	INTRODUCTION TO FINANCIAL REPORTS&COST CONTROL FOR HOTELS 21003204-001 Youn Hyeon Myungshin Building 516 13:00-14:50		GLOBAL DYNAMICS OF NATURAL RESOURCE SUPPLIES 21100788-001 Jung Jaewook Changshik Building B111 14:00-14:50		GLOBAL DYNAMICS OF NATURAL RESOURCE SUPPLIES 21100788-001 Jung Jaewook Changshik Building B111 13:00-14:50	



FINISHED!
ENJOY SOOKMYUNG!

(LAST UPDATED: 2016.08.25)