1. Prior steps to Accessing the System

A. Set the time on your computer to the exact time.
B. If your computer has Windows XP SP2, it may automatically block pop-ups. In this case, make sure the school website is on the list of sites you can trust.

Internet Explorer- Tools- Internet Option- Security Tab- Sites you can trust- Site- Add *.snu.ac.kr to the list (Before adding the site, undo the server verification option for any site under this domain)- Okay

2. Confirming Class Registration Information

A. Log in at http://portal.snu.ac.kr -> 학사행정(Academic Affairs) -> 수업관리(Class Management) -> 수강정보(Class Information) -> 수강확정신청(Class Confirmation). You can see your class registration information as picture below.
B. If no change is necessary, click 확인(Okay).
C. If any change is necessary in the following areas, click on the respective course and click 수강신청 정정요청 (Require Correction): class classification, course classification, course retake classification, course retake year or semester, or any other information regarding course retake.

D. When the pop-up window appears, students can make any necessary correction, and click on the "Request Correction" button. If students have received a grade of C+ or below in a course and have registered for the same course, it will automatically be registered as a course retake. If the same course does not exist, students will be able to choose a substitute course. Students may choose the course of their choice and designate it as the retake course.
E. When cancelling a correction request, click on the **Cancel Correction Request** button.

F. After the request is made, students will be able to see information regarding identification verification, the date of request, the approval of the respective department offices, and whether the requested correction is made or not. When the necessary corrections are made, students can finalize their class registration confirmation.

G. In the following cases, students must download the Class Registration Correction Request Form, fill it out, and submit it to their department offices.

i) Students with disabilities, foreign students

ii) When students need to take a class that is already full.

iii) When students need to take a class that has special restrictions or when students do not meet the prerequisites of the class yet still have to take it.