Library (C-62)
The SNU Library and its 7 branch libraries maintain a collection of 3 million volumes of books, over 10,000 scholarly journals, 33,000 electronic journals, and 88,000 titles of non-print materials in support of research and academic activities of the University. In the main building there are book stacks, a current periodicals room where students can read magazines and newspapers, a reference room which has statistical data and archives, a computer zone where students can use the Internet, a circulation desk for borrowing and returning, and 6 large reading rooms. Undergraduate students may borrow up to 10 books for 14 days, graduate students 20 books for 30 days, and professors and invited faculty 40 books for 90 days. Extension of the due date is allowed up to two times. Overdue fines of 100 won are charged per book a day.

[ Library Hours ]

<table>
<thead>
<tr>
<th>Book Stacks</th>
<th>Reference Room</th>
<th>Periodicals Room</th>
<th>General Educational Resource Room</th>
<th>Computer Zone</th>
<th>Circulation Desk (Borrowing &amp; Returning)</th>
<th>Other Facilities</th>
<th>Reading Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>09:00–18:00</td>
<td>06:00–23:00 (Reading Room 3 is open 24 hours)</td>
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<td>09:00–21:00</td>
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<td>13:00–17:00</td>
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</table>

[ Branch Library Hours ]

<table>
<thead>
<tr>
<th>Branches</th>
<th>Location</th>
<th>Hours (during the semester)</th>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday &amp; Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Sciences Library</td>
<td>B-16</td>
<td>09:00–18:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Library</td>
<td>I-58</td>
<td>09:00–20:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Studies Library</td>
<td>I-140-1</td>
<td>09:00–18:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Library</td>
<td>D-75-1</td>
<td>09:00–19:00</td>
<td></td>
<td>09:00–13:00</td>
<td></td>
</tr>
<tr>
<td>Law Library</td>
<td>B-72</td>
<td>09:00–18:00</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Medical Library</td>
<td>Yeongeon Campus</td>
<td>09:00–18:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Library</td>
<td>Yeongeon Campus</td>
<td>09:00–21:00</td>
<td></td>
<td>09:00–13:00</td>
<td></td>
</tr>
</tbody>
</table>
University Computing Center [C-102]
The University Computing Center offers services such as applying for an SNU plaza ID, IP service, installing wireless LAN and providing IP addresses, providing security information and software and any other computer related services that are needed on campus. It also rents laptop computers, camcorders and offers IT education.

Applying for an SNU Plaza ID
Students and faculty can apply for an SNU ID at my.snu.ac.kr.

Division of Educational Affairs (C-60, first floor)
The Division of Educational Affairs is located on the first floor of the Administration Building [Bldg. #60]. It deals with duties related to registration, graduation, academic records, courses and grades, summer and winter sessions, course enrollment, internal transfer, minors, etc.

Forms and submission procedures (p. 105-118)
1. Class Registration (correction) Request: Students who wish to change a course need to fill out the form, get the signature of the professor of that course, check with their academic advisor and the chair of the relevant college, and then submit the form to the college of that course.
2. Class Withdrawal: Students who wish to withdraw from a class need the signature of the professor of that course, the approval of their academic advisor and the chair of the relevant college, and then to submit the form to the administration office of their college.
3. Reinstatement & Readmission: Students who wish to return to school need to fill out the application form, get the approval of the chair of the relevant college, and then submit the form to the dean of their college.
4. Leave of Absence: Students who wish to take a leave of absence can apply online, print out the application, get the approval of their academic advisor, and then submit the form to the administration office of their college.
5. Voluntary Resignation: Students who wish to withdraw from school need to submit the withdrawal form to the dean of their college and get permission from the president of the University.
6. Department Transfer: Students who wish to change their major within their college should submit a statement of approval from the chair of their college, official transcripts, and the application form to the dean of their college. Students who wish to change their major to one in another college should submit a statement of approval from the chair of their college, official transcripts, and the application form to the dean of the college to which they wish to transfer.
7. Cancelling Minor Studies: Students who wish to cancel their minor studies should submit their request for cancellation to the college of their minor.
8. Applying for Minor Studies: Students who wish to apply for minor studies need to have their official transcripts and application form approved by the chair and dean of their college and then submit them to the college to which they wish to be accepted.
9. Certificate Application and Issuance: Students who wish to have certificates issued need to submit their certificate application along with the specified issuance fee. Applications can be made by phone or mail. Students may visit the Division of Educational Affairs to complete certificate applications and submit both the applications and the issuance fee to the Certificate Window. Students may also enter their resident registration number in the automated issuance machine, choose the respective entrance year, and inject the specified fee to receive the appropriate certificate. Otherwise students may receive certificates via fax, email, or mail.
10. Double Major Application (Cancellation): Students who wish to major in studies other than their primary major need to complete an application form, submit it to the college of their primary major to get the approval of the chair of that college, and finally submit it to the college in which the student wishes to double major.

11. Combined Major Application: The qualifications and procedures for a combined major are determined separately by referring to the opinions of the applicants. Students who wish to choose a combined major need to submit a combined major application form along with other required documents to the college of the combined major within the specified period. The documents should be approved by the chair and dean of the relevant college before submission. The receiving college must select students within the specified period and report to the president of the University.

12. Combined Major Cancellation: Cancellation needs to be approved by the chair of the relevant college and submitted to the college of the combined major.

13. Adjustment on changeable course credits: Students may adjust their changeable course credits by completing the application form and submitting it to the administration office of their college with the approval of the chair of the college.

Division of Student Affairs (C-60, third floor)
The Division of Student Affairs supports the activities of student government and its responsibilities include issuing student ID cards, lending school facilities such as the University Cultural Center and Main Stadium, and providing campus tours.

<table>
<thead>
<tr>
<th>Forms and submission procedures (p. 119–120)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application to Use Cultural Facilities: Applicants need to call 880-5060 to check if the University University Cultural Center (Grand Auditorium, Auditorium, Amphitheater, and Exhibition Room) is available and then submit the application form to the Student Service Center located on the 2nd flood of Doore Cultural Center or send a fax to 875-4418. Student parties should have the approval of a faculty or a club association. Applications need to be submitted at least 15 days in advance.</td>
</tr>
</tbody>
</table>

Guide for Using the Main Stadium
Reservations for school associations can be made anytime from a month to before 5:00PM on Thursday of the week prior to the event. It should be made by a faculty member of the college including assistant instructor. An application form along with the approval of the chair of the college is required. If participants exceed 100 people, plans for the event are also needed. The procedure is as follows:

a. Applicants should confirm availability first (call 880-2501).

b. After checking the availability, submit the required documents to Room 305 of SNU Gymnasium (administration office of the College of Physical Education) during work hours (10:00~ 17:00), Monday through Thursday.

c. Applicants need to pay fees before 4:00 PM on the Thursday of the prior week. Payment should be made through online banking.

d. Applicants will then receive the permission form.

Language Education Institute (A-137-1)
The Language Education Institute offers Korean language classes and a teacher training program (training of Korean language teachers) for foreigners. It also offers English and 7 other foreign language courses (http://language.snu.ac.kr/languages/ pages).

<table>
<thead>
<tr>
<th>Forms and submission procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher training program applicants (p. 121-122) can apply by mail, email (<a href="mailto:klp@stanu.ac.kr">klp@stanu.ac.kr</a>), by visiting LEI, or through the LEI website. Application Form for Korean language classes (p. 123-125) are received on the LEI website.</td>
</tr>
</tbody>
</table>
**Kyujanggak Archives (B-103)**
The Kyujanggak Archives at Seoul National University is a repository as well as a library of old books, maps and documents. Anyone may visit or make reservations to gain access to the collections. It also holds seminars and colloquiums related to Korean Studies. Applicants for access to the Kyujanggak Archives need to download the application form from its website and submit it via email.

**Related Forms found on the webpage**
- Application Form for Kyujanggak Archives Fellow
- Application Form for Visiting Scholars (for Kyujanggak Archives)
- Application Form for Access to the Collections
- Application Form for the Summer Workshop for Korean Studies

**Counseling Center for Sexual Harassment (C-73, Room 223)**
The Counseling Center for Sexual Harassment was established to provide individual counseling for those who are or have been victims of sexual harassment, sexual violence or sexual discrimination along with psychological, legal, and medical solutions. The Center not only concentrates on counseling and case investigation but also strives to educate people by holding educational programs and public lectures. People who need counseling can apply by completing an application form and submitting it to the Center.

**Center for Teaching and Learning (H-61)**
The Center for Teaching and Learning offers lectures and workshops on effective teaching methods and on the utilization of educational multimedia for faculty, staff and lecturers. In addition, various programs to support the voluntary learning activities of students are conducted and there is an Academic Writing Center within the Center that offers workshops and consultation in order to improve the writing ability of students. It also offers counseling for international students who are struggling with writing in Korean. Reservations should be made at least a day in advance through its website (http://ctl.snu.ac.kr). A workshop on writing a graduation thesis for international students was held in November 2007 and was greatly appreciated.

**Appendix Forms:**
- Application Form for Counseling (p. 126)
- Declaration (p. 127-129)
- Statement (p. 130)
Application for Counseling

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>200 . . .</th>
<th>M · F</th>
<th>접수일</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliation</td>
<td>College</td>
<td>Department</td>
<td>Year</td>
<td>Student ID Number</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
<td>Phone</td>
<td></td>
<td>E-mail</td>
</tr>
</tbody>
</table>

1. Which of the following problems do you want to talk about during counseling? (You can choose multiple choices.)
   ① Sexual Harassment and Sexual Violence  ② Sexual Discrimination
   ③ Opposite Sex and Sex Problem  ④ Emotional Problem
   ⑤ Other (Please specify.)

2. Personal information and address of the subject concerned

3. Are you physically or mentally ill or uncomfortable?

4. Have you ever been counseled or consulted by an expert? Yes, No
   4-1. If you checked yes, when and where were you counseled and for what kinds of problems?

5. Who do you usually consult?

6. What changes would make you think this problem is solved?

7. What do you expect from our Center?

8. What made you come here to receive counseling?

9. How did you learn about our Center?
   ① Through the Internet  ② Through a newspaper
   ③ Through pamphlets of the Center  ④ Through an Acquaintance  ⑤ Other
### Declaration

1. **If the reporter is the person concerned**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex</th>
<th>M</th>
<th>F</th>
<th>Age</th>
<th>만 세</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliation</td>
<td></td>
<td></td>
<td></td>
<td>Student ID No. (Foreign Registration Number)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td>☐</td>
<td>H.P</td>
<td></td>
<td>E-Mail</td>
<td></td>
</tr>
<tr>
<td>Relationship to the person concerned</td>
<td>Victim ☐</td>
<td>Offender ☐</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **If the reporter is not the person concerned**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex</th>
<th>M</th>
<th>F</th>
<th>Age</th>
<th>만 세</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim</td>
<td></td>
<td></td>
<td></td>
<td>Student ID No. (Foreign Registration Number)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td>☐</td>
<td>H.P</td>
<td></td>
<td>E-Mail</td>
<td></td>
</tr>
<tr>
<td>Reporter Relationship</td>
<td>Victim ☐</td>
<td>Proxy ☐ (Specifically: )</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Proxy of Offender ☐ (Specifically: )</td>
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<tr>
<td></td>
<td></td>
<td>Other ☐ (Specifically: )</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
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</tbody>
</table>

* Was there agreement with the person concerned on the proxy report?  
  Yes ☐ No ☐

3. **Personal Information of the Reported Person**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex</th>
<th>M</th>
<th>F</th>
<th>Age</th>
<th>만 세</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affiliation</td>
<td></td>
<td></td>
<td></td>
<td>Student ID No. (Foreign Registration Number)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td>☐</td>
<td>H.P</td>
<td></td>
<td>E-Mail</td>
<td></td>
</tr>
</tbody>
</table>
   | Other Comments | Please write down as much as you know about the reported person for investigation.
4. **Relationship between Victim and the Reported Person**
   Boyfriend and girlfriend □ Colleagues: classmates or in the same major, department, or club □
   Faculty □ Staff □ Other □ (Specifically: )

5. **Duration of Offense**
   Less than a week □ Less than a month □ Less than 3 months □
   Less than 6 months □ Less than a year □ More than one year □
   5-1. The first occurrence:
   5-2. The last/latest occurrence:

6. **Type of Offense**
   Verbal expression □ Non-verbal expression □ Physical act □

6-1. **Verbal Expression**
   The calling of unpleasant names or a pet name □ Demanding undesired association □
   Sexual joke, question, or anecdote □
   Sexual metaphor or evaluation on appearance such as outfit and body □
   Scorn or whispers regarding one’s actions □ Sexual insult or mockery □
   Filthy phone call □ Threat of devaluing one’s grade or work □ Other □

6-2. **Non-verbal Expression**
   Looking at a nude photo or watching pornography in a public place □
   Sending or receiving filthy pictures or photos □
   Making insulting sounds such as whispering, swallowing saliva, or snarling □
   Looking with filthy and unpleasant eyes □ Exposure of abominating part of body or private part □
   Asking another to read filthy writing or books □ Sending filthy messages □
   Getting too close physically □ Touching his or her private parts with clothes on □ Other □

6-3. **Physical Act**
   Intentionally contacting part of the body □ Undesired kiss or hug □ Hugging or grabbing arm and shoulder □
   Hitting □ Taking one to a corner □ Forcing one to do massage or caress □ Forcing sexual intercourse □
   Attempt of rape and act of violence □ Beating □ Confinement □
   Making one to sit beside him or her against one’s will while dining or at a party □ Other □

7. **Reactions of the victim to the fact(s) above**
   The victim:
   Did not take any action □ Expressed disapproval verbally □ Expressed disapproval physically □
   Expressed disapproval both verbally and physically □

8. **Changes to the harmful behavior of the reported person due to victim’s reaction:**
   Reduced □ Increased □ No change □
9. **Purpose of report**
   - Punishment of the offender according to regulations
   - Legal Countermeasures
   - Individual Countermeasures
   - Other

10. **Other comments you want us to know**

11. **Summary of the care (leave it for receiver)**
Statement

1. Writer: Signature

2. Date:

3. Case circumstances:
   (Please try to include who, when, where, what, how, and why. Please write in detail.)
   (Write in chronological order, divide paragraphs and write a title for each paragraph, and underline important facts.)

4. Desired measures to be taken in this case (Please write in detail):