



Guidebook for International Students

2-1. Guide to the undergraduate studies



숙명여자대학교 유학생서비스팀
Office of International Student Services

1. Undergraduate Curriculum Guide

★ Course Time Schedule : Sookmyung Women's University
Homepage - Academics - etc - Undergraduate Curriculum Guide

★ A Liberal Arts Curriculum for International Students

The liberal arts curriculum (K-series) is provided by reorganizing the liberal arts curriculum exclusively for foreign students.

	Course Title	Semester	Area
1	K-culture & Tourism	2nd Semester	Required Electives Area 2
2	K-Make-up	1st Semester	Required Electives Area 1
3	Understanding K-MUSIC	2nd Semester	Required Electives Area 1
4	Understanding K-ART	2nd Semester	Required Electives Area 2
5	K-Media & Contents	1st Semester	Required Electives Area 1

Curriculum of Required Electives and Core Electives for International Students

Criteria	Course Title	Credit	Note		
			Course Number	Semester	Level
Required Electives	English for TECHNOLOGY AND ENGINEERING	3 (one of Five is mandatory)	21104195	ALL Semester	Freshmen
	English for BUSINESS AND MANAGEMENT		21104198		
	English for GLOBAL MEDIA		21104199		
	English for TOURISM AND CULTURE		21104200		
	English for COMMUNICATION BASICS		21104197		
	Writing and Reading	9 (Three of Six are mandatory)	21002930	ALL	Freshmen
	Presentation and Discussion		21002931	ALL	Freshmen
	Global Citizenship and Leadership		21003464	ALL	Freshmen
	Career Exploration and Competence Development		21103530	1st Semester	Freshmen
	Logical Thinking and Software		21104205	ALL	Sophomore
	KOREAN LANGUAGE FOR FOREIGNERS I		21002652	ALL	• Completion of 3 subjects from the placement stage according to the level test
	KOREAN LANGUAGE FOR FOREIGNERS II		21002653	ALL	
	KOREAN LANGUAGE FOR FOREIGNERS III		21002654	ALL	
	KOREAN LANGUAGE FOR FOREIGNERS IV		21002655	ALL	
KOREAN LANGUAGE FOR FOREIGNERS V	21009951		ALL		
KOREAN LANGUAGE FOR FOREIGNERS VI	21009952		ALL		
Overall	12 credits				
Core Electives	Required Electives Area 1· Self-directed growth	Complete at least one course (3 credits) in each of the four areas (However, students who are correspond to condition on the description on the right, you must complete the course)	• In accordance of <Table 2> of 『Detailed Rules for Enforcement of School Rules』, Students should take mandatory liberal arts courses due to your major.		
	Required Electives Area 2· Global Citizenship				
	Required Electives Area 3· Creative Solution Solving				
	Required Electives Area 4· Cooperative Communication				
	Total Core Electives	15 credits			
General Liberal Arts Electives		No limits	• It is not mandatory, so students can freely complete by their choices.		
Overall Liberal Arts Credits		27 credits or above			

2. Tuition Payment

1 Tuition Payment

1) Registration Period

- ① Freshman: Early January
- ② Readmitted Student : Early February
- ③ Enrolled Student : Spring Semester(Last week of February)
Autumn Semester(Last week of August)

※ Refer to the registration notice for the exact payment schedule.

2) Additional Payment

① Optional Payment

[Undergraduate] Student Union Fee, Medical Service Fee, Graduation Fee (7th Semester), Alumni Union Fee(8th Semester)

- ② After selecting the options that you want to pay, print out the invoice.
(If you do not want to pay, deselect the option)

3) Notes

- ① When remitting money, mark the recipient as “숙명여(Student’s name)”
- ② You must remit the fee in KRW.
*If the exact amount is not deposited, you will not be registered.
- ③ If you use a bank other than Shinhan Bank, a remittance fee may be incurred.

2 Tuition Invoice

- ① Procedure : Sookmyung portal → Academics → Registration → [Print Tuition Invoice/Installment Plan]

② Period

- Spring Semester : Around Mid-February
- Autumn Semester : Around Mid-August

* Tuition Invoice won't be sent.

* If you cannot print out the invoice

– Students who completed but yet graduated(Unable to graduate) : you can print out after the course registration period.

– Pre-return to school : you can print the invoice 1~3 days after pre-return registration.

3 Registration Payment

- ① Personal Visit : Any Bank in Korea
- ② Bank Account Transfer
 - Remittance to Shinhan bank's virtual account using all banks nationwide
 - ※ Can be deposited under the name of another person. Registration is completed once the total amount of tuition fee is accurately remitted.
- ③ Other Methods
 - Shinhan Bank ATM transfer
 - Shinhan Bank homepage → Shinhan Inquiry Service → Tuition Payment/Inquiry

4 Tuition Installment Payment

- 1) Installment Plan
 - ※ Installment Application period is on Mid-February(Spring Semester) / Mid-August(Autumn Semester) so make sure you register in advance.
 - ① Your payment for the semester's tuition can be divided into 4 times, only applicable to students to register for the plan in time.
 - ② Only students who have applied can install.
 - ③ Refer to the registration notice for the exact payment schedule.
- 2) Applicable : Enrolled Undergraduates/Graduate Students
 - ※ You have no option to choose tuition installment plan if you are one of the followings.
 - The first semester of admission : freshmen or re-entered students (cannot make dividend payments only on the first semester)
 - Students who completed but yet graduated (After the course registration period when the tuition is fixed on early March/September)
 - Disabled students whose school tuition is assessed per course credit.
 - Beneficiary of full scholarship (reduction or exemption of tuition fees in the invoice)
 - A person who has not complied with the installment payment period for the previous registered semester.

Inquiry	
Department	Office of Finance and Accounting
Location	Administration Building 304
Tel	02)710-9049

5 Leave of Absence/Refund and carry over the balance

- ① Applicable for the return
- In a case where a person who has obtained admission has expressed her intention to give up admission.
 - If a student drops out
 - If a student takes leave of absence
- ② Criteria for returning Tuition
- If a reason arises by the previous day of the date of commencement of the relevant semester (in the case of admission students, it means the date of admission), the full amount of admission and tuition already paid shall be returned.
 - If a reason for return occurs from the start of the semester, the admission fee shall not be returned, and the tuition shall be returned according to the table below.
- * Criteria for payment of tuition fees and return of tuition fees in case of changes in academic records after the start of the semester
- Detailed plan is on Sookmyung Women's University Homepage – Notice (Office of Finance and Accounting)

Submission date of Leave of Absence	Payment Amount	Refund amount
14 days before the commencement date	-	Full tuition
14 days after but 30 days before the commencement date	% of net tuition	% of net tuition
30 days after but 60 days before	$\frac{1}{3}$ of net tuition	$\frac{2}{3}$ of net tuition
60 days after but 90 days before	$\frac{1}{2}$ of net tuition	$\frac{1}{2}$ of net tuition
90 days after the commencement date	Full tuition	No refund

- In the case of receiving in-school scholarship and deducting this amount, the in-school scholarship is excluded from the payment and the remaining amount excluding the deduction amount is returned from the actual amount paid by applying the return criteria for the total tuition. In this case, if the deduction amount is insufficient, the difference must be paid.

3. Course Registration

1 Procedure

- ① Students can register for courses during the designated course registration period of each semester by logging in to the Course Registration System (Sookmyung Portal).
- ② When you register, you must check notice for the class registration every semester and required electives, core electives and major courses you must complete in advance. Also, you can check the information of the courses offered through **Sookmyung Portal → Academics → Class courses.**
- ③ Check your state through **[Academics] → [Graduation] → [Attending Semester Grade]**

2 Credit Range for Course Registration

- A student can register for 9 to 19 credits including retaken subject per semester.
- A student whose last Semester's GPA is over 3.7/4.3 or above will be permitted to take 3 additional credits to your maximum credit, so the total maximum is 22 credits.
- A student who received grade warnings in prior semester must apply within 15 credits.

3 Cautions for Course Registration

- Students must complete at least one of the double major/minor/interdisciplinary programs if you did not complete an intensive course for the 1st major.
- If there is a designated class number you are given, you must register for the designated course.
- For courses with prerequisites, only the students who have completed taking the prerequisite courses may register.
- Times and classrooms may change after the registration due to reasons such as cancellation, adjustment of sessions and new classes etc. depending on the faculty's conditions. Students are advised to check for Notices and Course Timetable Schedule on the website(portal).

4 Retake

- Students may retake courses that received C+ or below.
- From students enrolled in 2018, it is limited to take up to 2 retaken courses.
- Grades received from retaken courses may not be higher than A-. Previous records will be invalid and newly received grades will be used for the final GPA.

5 Course Withdrawal

- During course registration, you may withdraw courses from the class registration system before the end of course withdrawal deadline. (*Sookmyung portal - Academics → Course registration → Class drop). After the withdrawal, you must confirm the result.
- When you withdraw the courses, you must maintain at least 9 credits.
- You cannot drop the class after the withdrawal period.

6 Course Registration Guideline

Quick Link in right side of main website → Click 수강신청(국문/Korean) or Course Registration(English)



Log-in to the course registration page. (Use portal ID/Password)



Click Step 1,2 and 3 for the course registration pre-check.



Main page for Course registration

4. Grades

1 Grade Evaluation

Midterm/ Final grades comprise of all exams, attendances, assignment, and quizzes completed within the semester.

2 Grade Notification

- 1) Students may check their midterm and final grades on Sookmyung Portal → [Grade] → [Attending Semester Grade] for detailed scores and overall grades on [View Grade for Current Semester]
- 2) Grade reports are not sent to the guardian or the student her/himself.

3 Grade Correction

- 1) The professor can directly correct the grades during the 'grade confirmation period'. After this period, grades cannot be corrected.
- 2) If a student wishes to correct her/his grades, you can directly request to your professor at Sookmyung Portal → [Grade] → [Attending Semester Grade] within the period.

4 Grade Distribution and Grade Evaluation

- 1) Grade evaluation is based on relative grading, and the distribution by grades is evaluated as follows based on the number of attendees.
- 2) Grade proportion according to Relative grading
 - ① Theoretical courses with 21 or more students:
A(within 30%), A and B(within 70%), C or below(within 50%), F(no limits)
 - ② Theoretical courses with 20 or less students / Courses including experiment and practice:
A(within 40%), sum of A and B(within 90%), sum of C and D(within 50%), F(no limits)

5 Exemption Criteria for Relative Evaluation

- 1) Courses taught in foreign languages(other than Korean), Teaching profession courses, PBL courses, Project courses corresponding to liberal arts courses, Administration of Adult Education, Method of Continuing Education: A(within 50%), B or below(no limits)
- 2) Small-scale courses with less than 20 students, Courses including experiments and practices, Courses taught in foreign languages(other than Korean), PBL courses, Project Courses corresponding to major courses : A(within 50%), B or below(no limits)

6 Absolute Evaluation Criteria

- 1) Capstone Courses
- 2) Small-Scale Courses including liberal arts or Major with less than 10 students
- 3) English Mandatory liberal arts courses

7 Grade Evaluation Standard Table

Grade	A+	A0	A-	B+	B0	B-	C+	C0	C-	D+	D0	D-	F
Ratings	4.3	4.0	3.7	3.3	3	2.7	2.3	2	1.7	1.3	1	0.7	0
Score	97 ~ 100	94 ~ 96	90 ~ 93	87 ~ 89	84 ~ 86	80 ~ 83	77 ~ 79	74 ~ 76	70 ~ 73	67 ~ 69	64 ~ 66	60 ~ 63	59 이하

8 Drop of Expired Courses

If the course you wish to retake is expired(subject abolished) due to a change in the curriculum, the grade of the course may be deleted from the Sookmyung Portal System during the designated period of each semester. (Only for subjects with C+ or below)

5. Attendance

1 Attendance

How to Check Attendance

- ① Use [Heyoung Campus](app) > E-Attendance > Attendance Check
- ② If you didn't bring any mobile devices, please check your attendance with your professor.

2 Precautions

Students who were absent more than 1/4 of the total class hours for a lecture will be automatically processed as F credits.

6. Academic Warning, dismissal Warning

1 Academic Warning

Academic warning is issued to students who have not registered for the minimum credit or more until the final course correction period

- 1) The lowest credit for enrollment Students enrolled must apply for at least 9 credits(at least 2 credits for 7 semesters or above)
- 2) Grade Warning
 - ① The University imposes a grade warning on students with grade average of less than 1.70, and record the warning in the school register.
 - ② Students who receive grade warnings for three consecutive semesters are expelled(including academic warnings).
 - ③ Students who have received grade warning must get counseling with an advisor and receive academic counseling during the designated period
 - ④ Students who receive grade warnings in prior semester must apply within 15 credits (20 credits for the department of Education and Pharmacy).

2 Dismissal Warning

- Students who have not returned to school without taking a leave of absence extension procedure after the period of leave of absence expires.
- Students who received grade warning for three consecutive semesters.
- Students who fail to complete registration within the specified period of each semester.
- Students who admitted to other school

7. Major Declaration

1 Major Declaration

- ① Application Period : Every June, December (Students who are enrolled 8th semesters or above may apply during the graduation application period).
- ② Procedures: Sookmyung Portal > Academics > School Register > Major Selection
- ③ Detailed : Please refer to the of the Office of Academic Affairs for each semester.

8. Leave of Absence/Return to School

1 Leave of Absence/Return to School

★ Applicable

A student who wishes to take a leave of absence for the semester. Freshmen are not allowed to take a leave of absence for their first year. Transfer students or readmitted students are not allowed to take a leave of absence for their first semester.

Exceptions

- ① A student who has been unable to study for a long time due to illness or accident.
- ② foreign students who do not meet the language standards set by this school.
- ③ Pregnancy, Childbirth, and Childcare

★ How to Apply

- Fill out the Application for Leave of Absence > Get Approval from Office of International Students Service Team > Submit to Office of Academic Affairs or Academic Affairs - Graduate School
- Can choose between 6 months or 1 year (Up to 3 years of enrollment)
- Account number MUST be entered on Sookmyung Portal > Academics > School Register > Account information to take a Leave of Absence.

★ Precaution

- ① Make sure to check whether the academic status has changed on the Sookmyung Portal after applying for a leave of absence.
- ② In the case of taking a leave of absence after the online leave application period, tuition is paid or deducted according to the tuition payment and return criteria.
- ③ Scholarships paid during a semester will be returned to the school when taking a leave of absence.
- ④ If you do not apply for a leave of absence or extension after the expiration of the leave of absence, you will be expelled as "not returned", so please check whether you are taking a leave of absence and whether your academic status.
- ⑤ If an international student staying with STUDENT(D-2) Visa qualification takes a leave of absence, the existing stay qualification expires when the leave of absence is completed even if the period of stay remains.
- ⑥ If it is difficult to leave the country within 30 days due to personal reasons after applying for a leave of absence, you must apply for adjustment of the departure period according to the attendance notification of the immigration office. If you do not leave the country, you may be classified as an illegal stay, so you must leave within the deadline according to the guidance of the immigration office.
- ⑦ When you leave the country after taking a leave of absence, you must return your residence card (former ARC) to the airport immigration examination board. (No need to return it when you leave the country due to travel, etc.)
- ⑧ You have to leave the country within 15 days from the date of change of leave of absence. (It takes about a day to approve after applying for leave of absence, so it is recommended to apply for leave in advance.) If it is difficult to leave the country within 15 days, you must obtain a "delay notice" from the immigration office.

2 Return to School

★ Procedure

- ① Fill out the application form and submit it to the Office of International Student Service
- ② Listen Online lecture: Violence Prevention Education(폭력예방교육), Understanding Korean Laws Education(한국법령이해교육)
- ③ Login to Sookmyung Portal > Academics > School Register > Request to Return to School

★ Precaution

- (1) Register for classes and pay tuition only when you return to school.
- (2) After applying for return to school, make sure to check whether the academic status has changed on the Sookmyung Portal.

standard admission permit

- ① In order for foreign students (subject to STUDENT(D-2) VISA issuance) to enter Korea on the grounds of returning to school, STUDENT(D-2) VISA must be issued again from the Korean Embassy (consulate) in Korea. It may take a long time to issue a visa, therefore students must contact the Office of International Student Service, state a willingness to return to school and request for issuance of the standard admission permit.
 - ※ Applications for issuance of standard admission permits can be made from three months before the start of the semester to one month before the start of the semester.
- ② Submission documents: one copy of the passport and one copy of the financial certificate \$ 20,000 or more), Certificate of Private Insurance (Until Foreign Registration Certificate is issued)
 - ※ When submitting a financial certificate, if it is an account in the name of a family other than your account, you must attach a document (such as a family relationship certificate) that can prove your relationship with the account owner.
- ③ Submission: Office of International Student Service / Prime Complex B103 / 02-710-9256
- ④ Submission: Submit a copy via email + submit the original by mail (within the specified deadline).

Visa Issuance

- ① When applying for a standard admission permit, the Office of International Student Service issues it and sends it to the student by email.
 - ② After receiving the standard admission permit by e-mail, the student must apply for a visa to the Korean Embassy (consulate) in her country to obtain a STUDENT(D-2) VISA, and necessary documents must be prepared by contacting the embassy (consulate).
 - ③ Submission: Office of / Prime Complex B103 / 02-710-9256
- ※ If you return from staying abroad, you must reissue your visa.

9. Graduation

1 Requirements for Graduation

- 1) Students who have registered for at least 8 semesters, graduates (not allowed to take a leave of absence)
- 2) Graduation element credits: Refer to [졸업학점기준표] based on the time of admission
- 3) Graduation application
 - ① Applications for enrolled graduate-to-be students (submission of graduation plans): Sookmyung Portal (April (first semester) / October (mid-term))
 - ② Applications for graduate-to-be students who already completed their regular semesters: Sookmyung Portal (June (first semester) / December (second semester))
- ※ However, you cannot graduate after completing seasonal classes while taking a leave of absence.
- 4) Confirmation of graduation Sookmyung Portal> Academics > Graduation > Subject Requirements > Confirm 졸업사정결과(Red boxes) '대상' 및 '합격', 졸업 요건(Blue boxes) '충족'

2 Korean Language Certification

- ① Subject to submission: Foreign students who are expected to graduate.
- ② Academic status at the time of submission: Enrolled students or Graduates (not allowed to take a leave of absence)
- ③ Remark: It can also be applied as a result of the Korean language certification test submitted at the time of admission.
- ※ Exemption from the Korean Language Certification System: Entrance into English Track.

Series	Qualification	Administrator	Remarks
Arts, Music and Physical education	TOPIK level 3	NATIONAL INSTITUTE FOR INTERNATIONAL EDUCATION 국립국제교육원	* Students admitted through the English track are exempt from the Korean language proficiency certification(한국어능력인증).
General	TOPIK level 4		* The results of the official Korean language proficiency test submitted during the admission process can be applied.

Contact _ Major / Task

Major Offices

Major	Contact	Major	Contact	Major	Contact
Division of Korean Language & Literature	710-9310	Department of Chemical and Biological Engineering	2077-7469	Division of Economics	710-9507
Department of History & Culture	710-9361	Department of IT Engineering	710-9379	Division of Business Administration	710-9513
Department of French Language & Culture	710-9329	Department of Electronics Engineering	2077-7860	Department of Piano	710-9534
Division of Chinese Language & Culture	710-9335	Department of Applied Physics	710-9407	Department of Orchestral Instruments	710-9559
Department of German Language & Culture	710-9342	Division of Computer Science	710-9431	Department of Vocal Music	710-9533
Department of Japanese Studies	710-9885	Software Convergence Office	710-9296	Department of Composition	710-9532
Department of Library & Information Science	710-9373	Division of Mechanical Systems Engineering	2077-7862	Division of Pharmacy	2077-7113
Division of Culture, Tourism & Hospitality Management	710-9969	Division of Basic Engineering	2077-7855	Department of Visual&Media Design	710-9958
Le Cordon Bleu Hospitality Management Major	2077-7335	Department of Family & Resource Management	710-9457	Department of Industrial Design	710-9582
Division of Education	710-9355	Division of Child Welfare & Studies	710-9477	Department of Environmental Design	710-9758
Department of Chemistry	710-9413	Department of Clothing & Textiles	710-9463	Department of Arts & Crafts	710-9583
Division of Biological Sciences	710-9419	Department of Food & Nutrition	710-9470	Department of Painting	710-9658
Department of Mathematics	710-9425	Department of Political Science & International Relations	710-9488	Global Cooperation	2077-7496
Department of Statistics	710-9437	Department of Public Administration	710-9499	Entrepreneurship	2077-7578
Department of Physical Education	710-9840	Department of Public Relations & Advertising	710-9734	English Language & Literature	710-9321
Department of Dance	710-9450	Department of Consumer Economics	710-9525	TESL	
Division of Law	710-9494	Department of Social Psychology	2077-7621	School of Communication & Media	710-9293

Staff in charge by tasks

Division	Responsibilities	Contact	Department
Major courses	• College of Liberal Arts / Fine Arts	710-9677	Office of Academic Affairs (Administration Building 201)
	• Science/Pharmacy/Administration	710-9016	
	• Social Science/Music/Communication&Media	710-9026	
	• Human Ecology/Social Science	710-9018	
	• Economics&Business Administration / Law / Global Service / English	710-9023	
Liberal Arts courses	• Human Ecology, Economics&Business Administration	710-9541	Academic Affairs – College of General Education (Administration Building 201)
	• [required English] English for Technology and Engineering, English for Business and Management, English for Global Media, English for Tourism and Culture English for Communication Basics		
	• Law	2077-7515	
	• [Required Electives] Writing and Reading , Presentation and Discussion		
	• Division of General Education	710-9695	
	• [Required Electives] Global Citizenship and Leadership, Career Exploration and Competence Development		

Division	Responsibilities		Contact	Department
Liberal Arts courses	• Science, Social Science, Pharmacy, Administration		2077-7509	
	• Liberal Arts, Music, Fine Arts		2077-7512	
	• Engineering, English, Communication & Media, Global Service • [Required Electives] Logical Thinking and Software		2077-7513	
	• Division of Convergence, Interdisciplinary Programs		2077-7125	
Teaching Profession	Course of Teaching / Selection • Operation of Teaching, Practice (교과과목/교직선평및운영, 교육실습)		710-9027	Teacher Education Center (진리관 504)
Online Exam and Lecture	Inquiry of the Use of Snowboard System and Operation of Online Lecture		710-9898 (9867, 9869)	Center for Online Education (Queen Sunheon Building 112)
	Inquiries about online lecture production		710-9863 (9971)	Center for Online Education
Departments by Task	Leave of Absence, Return to School / Drop out / Transferred Credit Transfer / Graduation Assessment etc.,	• College of Liberal Arts/Pharmacy/ Communication and Media	710-9994	Office of Academic Affairs (Tel. 710-9015)
		• College of Science/Social Science/ Law / Global Service	710-9019	
		• College of Engineering / Music	2077-7802	
		• College of Human Ecology / Economics & Business Administration / Arts / English	710-9017	
	Academics	Changing Major	710-9019	
		Selection / Management of Undergraduate -Graduate course (학· 석사 연계과정)	710-9017	
		Module-Major Track	710-9016	
		Application / Management of Student-Design Major (학생 자활 설계전공)	710-9026	
		Winter/Summer Session	710-9023	
		E-Attendance	710-9677	
	Domestic Credit Exchanges	Credit Admission	710-9017	
		Dispatch Management	710-9439	
	Scholarship	SMU Academic Encouragement Scholarship	2077-7579	Center for Student Support
		Non-SMU Scholarship	710-9144	
		National Scholarship (1,2)	2077-7580	
		National Labor Scholarship Project (국가근로장학사업)	710-9816	
	Issuing Certification		710-9810	
	Foreign	Selection of Visit Exchange Student (방문 외국인 교환학생 선발)	710-9928	Office of International Affairs
		Global Internship Program/Short-Term Program	710-9385	
		Inquiry to the representative of the Office of International Affairs	710-9284	
		Managing International Student	710-9801	Office of International Student Services
	Issuance of Career Certificate (teacher, lecturer, assistant)		2077-7089	Office of Faculty Affairs

Guidebook for International Students



Office of International Student Services

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