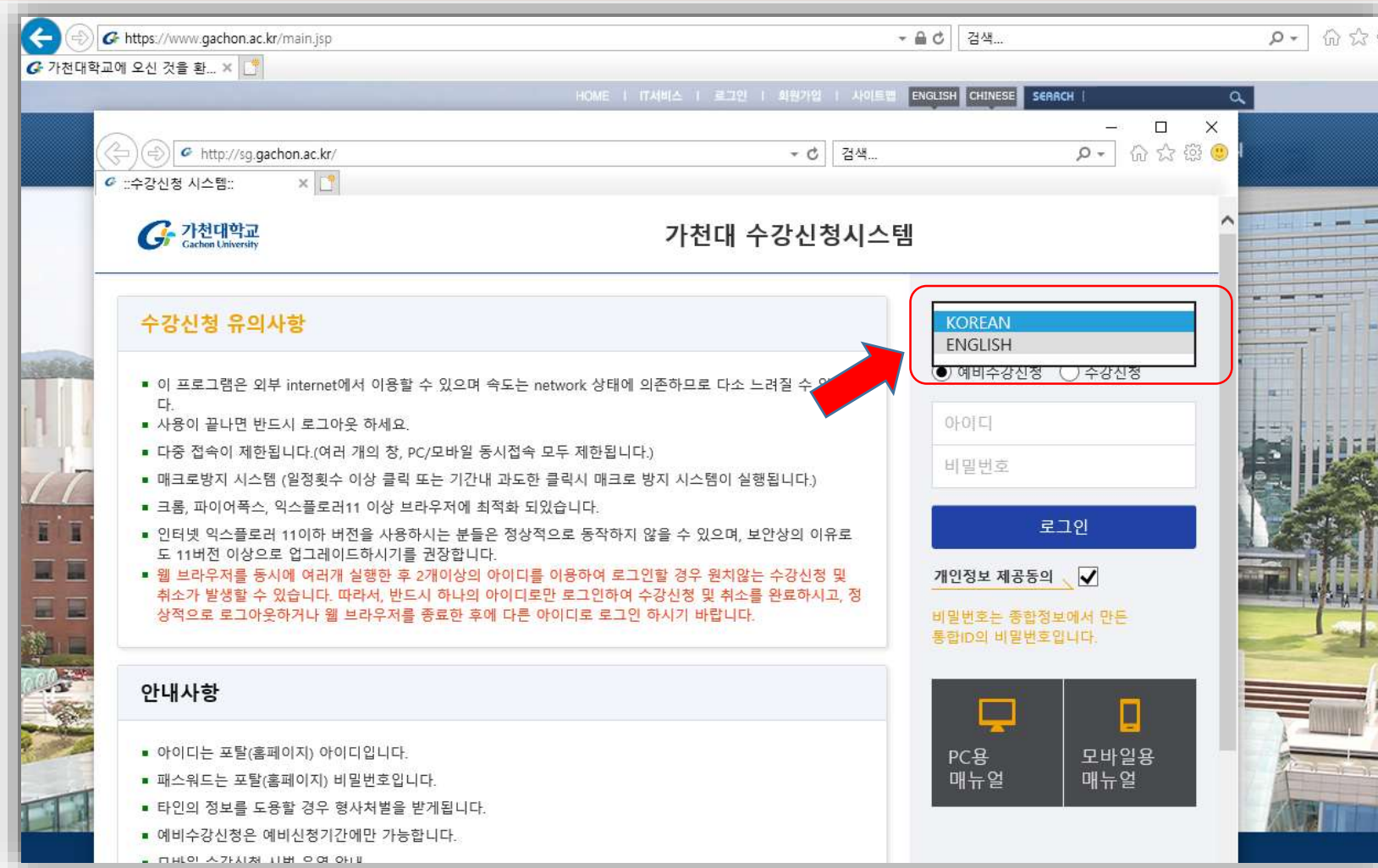


HOW TO PRE-REGISTER COURSES ON UNIVERSITY WEBSITE



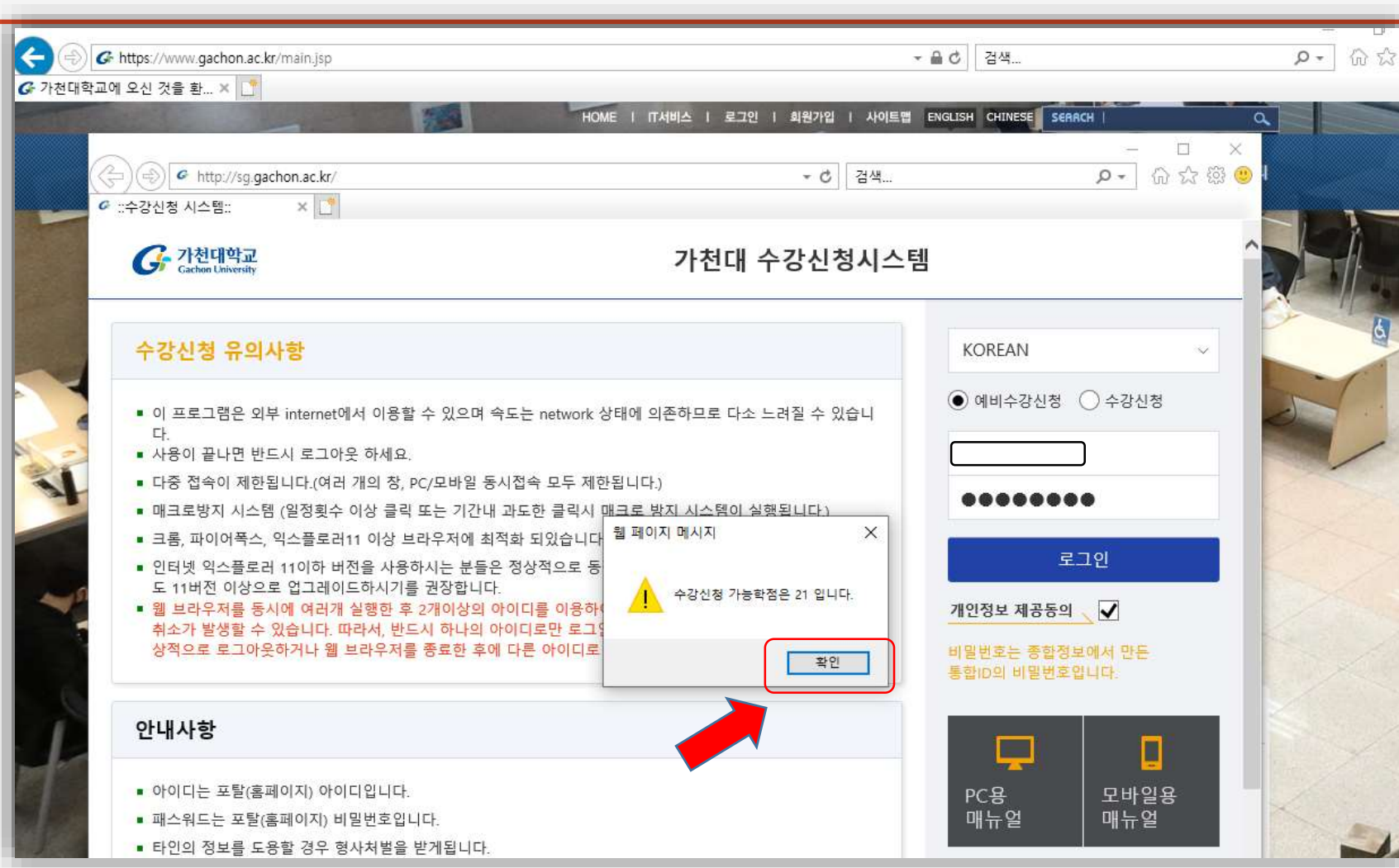
STEP 1: On University Homepage <http://www.gachon.ac.kr/index.html> , click **Pre-Register Class** Icon

STEP 2: Click on the “ENGLISH” as shown by the red arrow



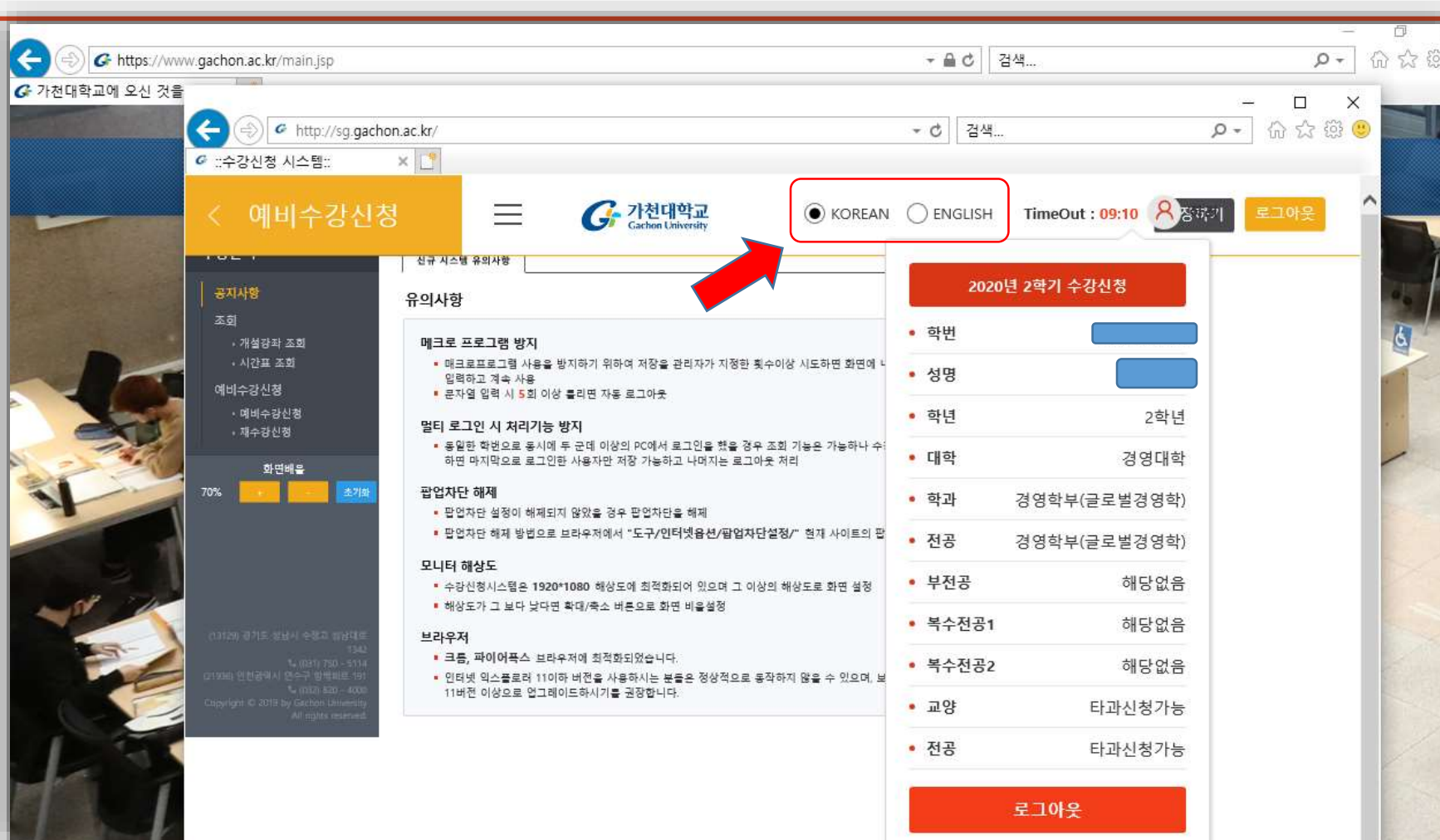
Note: After you change to English, Log In using your **I.D** and **Password**

STEP 3: Click on the “확인” icon as shown by the red arrow



Note: click on the pop-up screen to proceed

STEP 4: Click on the "ENGLISH" as shown by the red arrow



Note: click on ENGLISH again to change language

STEP 5: Click on the “Pre-Registration” as shown by the red arrow

The screenshot shows the Gachon University Pre-Registration system interface. The browser address bar displays <https://www.gachon.ac.kr/main.jsp>. The page title is "가천대학교에 오신 것을 환영합니다" (Welcome to Gachon University). The main navigation bar includes the Gachon University logo, language selection (KOREAN, ENGLISH), a timeout notice (TimeOut : 09:52), and a user profile icon with a "Logout" button.

The left sidebar contains a "Notice" section with a search bar and a list of links: "Search of Course", "Course Schedule Index", "Pre Registration" (highlighted with a red box and a red arrow), and "Retake Registration". Below the sidebar, there is a "화면배율" (Screen Scale) section showing 70% and a "Reset" button.

The main content area is titled "Notice" and contains several sections:

- Anti-Macro Program System on Operation**
 - If you press "Save" button 5 or more times, the account will be automatically logged out.
 - If you fail to type current string verification codes 5 times in a row, the account will be automatically logged out.
- Blocking from Multi-logging**
 - If you log on with the same student numbers but from multiple PCs, although it is possible of the account, the last modification of enrollments and cancellations from one PC will be automatically logged out from the rest of PCs.
- Deactivating Pop-up blocking**
 - Deactivate pop-up page blocking if not.
 - How: Tool □ Internet Option □ popup blocking □ Change to always "Allow" pop-ups
- Monitor Resolution**
 - 1920*1080 is the optimal setting for the class enrollment system.
 - If the resolution is below 1920*1080, use the zooming tool to adjust the display ratio.
- Browsers**
 - The Class Enrollment Program is optimized on Chrome and FireFox.
 - The program may not work on browsers that are lower versions than Explorer 11. It is encouraged to use Explorer 11 or a version above.

On the right side, there is a "2020 2St Course Registration" form with the following fields:

Field	Value
학번	
성명	
학년	2학년
대학	경영대학
학과	경영학부(글로벌경영학)
전공	경영학부(글로벌경영학)
부전공	해당없음
복수전공1	해당없음
복수전공2	해당없음
교양	타과신청가능

STEP 6: Click on the “SEARCH” to get the list of courses available

The screenshot shows the Gachon University Pre-Registration system. The top navigation bar includes the university logo, language selection (Korean/English), a timeout indicator (09:44), and a user profile with a logout button. The main search area has filters for Campus (GlobalCampus), Major (dropdown), College/Major (Business Admin), Department of Globi (dropdown), and Weeks (All). A red arrow points to the 'Major' dropdown menu, and another red arrow points to the 'Search' button. The main content area displays a table titled 'List of the courses available' with columns for Course Title, Credit, and Duration. Below the table, there is a section for 'List of Pre-Registration' with columns for Course Title, Credit, and Duration. The interface also includes a sidebar with navigation links and a top navigation bar with language options (Korean/English) and a logout button.

Select Major/ Electives

Note: ONLY REGISTER FOR COURSES WITH (ENG)(INT'L) ON COURSE TITLE

YOU CAN PRE-REGISTER A MAXIMUM OF 21 CREDITS.

END OF SLIDES

IF YOU EXPERIENCE ANY PROBLEMS,

PLEASE CONTACT G.B.A OFFICE:

EMAIL: gcglobal@gachon.ac.kr

PHONE: 031-750-5539 [English]