H I G S

NEW STUDENT

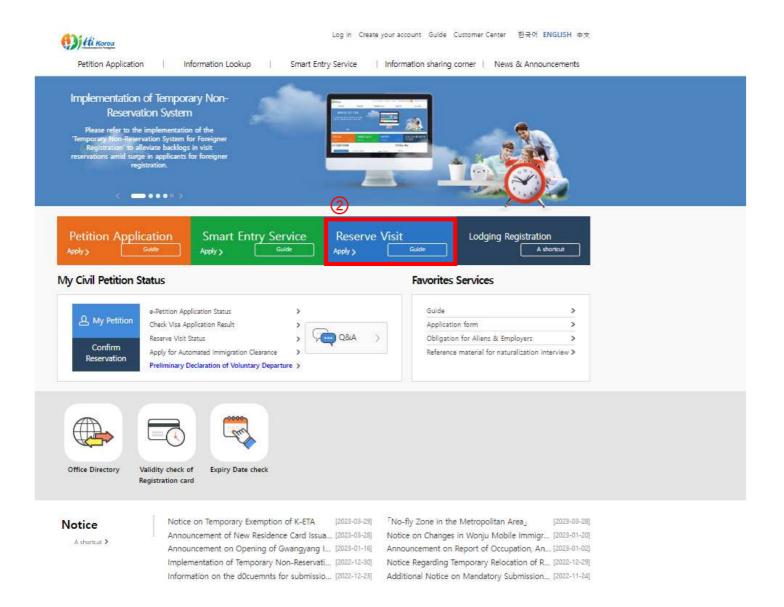# ORIENTATION

LIST

1. Immigration Orientation

2. Academic Orientation

(1) Academic information

(2) Student information system (computer sever)

(3) Student information system (mobile sever)

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1. Immigration Orientation

(1) How to make a reservation with immigration office

① address : https://www.hikorea.go.kr/Main.pt

② click the Reserve Visit Apply.

③ you can make a reservation as Non-member

(2) Find the competent Immigration office

① you can make a reservation with Seoul Southern immigration office where unive rsity belongs Your local immigration office where you address belongs.

② you can find local immigration in that page. please match your home address with organization name.

③ address : https://www.hikorea.go.kr/gvrnsrch/GvrnSrchPageR.pt

④ we recommend make a reservation with Seoul Southern immigration office. Seoul Southern immigration office is our HIGS's competent Immigration office.

2. Academic Orientation

(1) Academic information

∗ Credits

subject	semester	major credit	bible reading	internship program	chaple	general exam	thesis	total credit
PH.D.	6	36	–	–	–	P	6	42
M.Div.	6	75	6	6	P	P	–	87
M.A.C.P.	4	30	–	–	–	P	–	30

1. PH.D. students have to get the 36 credit to graduate our HIGS for 6 semester.
M.Div students have to get the 87 credit to graduate our HIGS for 6 semester.
M.A.C.P. students have to get the 30 credit to graduate our HIGS for 4 semester.

2. if you get the A ~ C grade in the class, you can get the 3 credit per one class. but if you get the F grade in the class, you get the 0 credit.

3. if you late 3times in the class, you will be recorded as one absence.
if you are absent over 3 times in the class, you get the F grade.
so if you want to graduate our HIGS, don't be absent and late the classes.
if you don't get total credit after final semester, you can't graduate our HIGS.

∗ Academic grade evaluation

grade rating	score	average score	grade rating	score	average score
A+	95 – 100	4.50	C+	75 – 79	2.50
A	90 – 94	4.00	C	70 – 74	2.00
B+	85 – 89	3.50	F	under 69	0.00
B	80– 84	3.00			

1. HIGS grade rating is A+ to C and F.

2. if you don't absent in the classes, the worst rating is C.

3. Grades are ranked according to the student's rating average.
for example)
A class : B+, B class : A+, C class : B → (3.5+4.5+3.0)/3 = 3.66

4. HIGS conducts absolute evaluation not relative evaluation.

(2) Student information system (computer sever)

＊ Log in


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아이디 – STUDENT ID
비밀번호 – PASSWORD
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① you can confirm student information(grade, attendence, registration ETC) in the student information system.

② address : http://person.shyu.ac.kr/

③ please write your student ID and Password in the red box.

* student information

① click the English Menu → Individual student. you can check your information.

② if your information(contact number, email, address) is changed, you can update the information. just type your new information and click the save.

③ if you want to change the password, please click the '비밀번호'

you can see this page. please input your present password to '현재 비밀번호' and then input your new password to '새 비밀번호' and '새 비밀번호 확인'.

＊ Syllabus

① click the English Menu → Check the Syllabus.

② you can check the class and professor's information in syllabus. click the paper shape.

＊ Course registration

① if you go to Course registration page, you can see your classes.

②when you click the all add button, you can see moving your classes to Registred Course

(3) Student information system (mobile sever)

Mobile System

    Mobile ID Card

    Check the Time Table

    Check the Course Registration

    Mobile Attendance

    Attendance Status

    Course evalution Survey

    Records of Registration

① when you log in the student information system by phone. you can see that menu.

② address : http://mobile.shyu.ac.kr/HtmlConv/index.jsp?v=20230228042918

＊ Mobile student ID card

Menu　　**SHYU Mobile Home**

Mobile ID Card　　＞

in school
Master of Arts
Master

서울한영대학교
SEOUL HANYOUNG UNIVERSITY

① you can use the Mobile student ID Card in University

＊ Mobile attendance

① you can check the attendance using mobile attendance.

② There is a list of lectures for each classes. when professor start checking the attendance, please match the a list of lectures with class time and click the class. and then you can see verification code message. professor will inform you verification code number. so please input verification code number.

③ if you input verification code number, you can check the attendance or absence.

＊ Attendance status

① you can check how many you are attended or absented in Attendance status.

(4) HIGS Homepage

① homepage address : https://higs.shyu.ac.kr

﹡ Notification

No	Title	File	Writer	WriteDate	Views
Noti	2023 Spring HIGS Students Affair Schedule	📋	HIGS	2023.02.20	641
Noti	HIGS Tuition, Scholarship and Bank information	📋	HIGS	2022.08.18	1561
47	SHYU Lunch Menu		HIGS	2023.04.04	25
46	Introducing New Residence Cards_Korea Immigration service, Ministry of Justice	📋	HIGS	2023.03.29	37
45	2023 Spring HIGS Students Affair Schedule	📋	HIGS	2023.02.21	641
44	An announcement of HIGS 2023 Spring New student's student ID number	📋	HIGS	2023.03.29	766
43	2023 Spring Course Schedule_20230217	📋	HIGS	2023.03.29	633
42	2023 Spring 4th Admission result announcement	📋	HIGS	2023.02.17	395

you can find the information in Notification(schedule, university event, notice)

Archives

No	Title	File	Writer	WriteDate	Views
14	MOBILE STUDENT INFORMATION SYSTEM Manuel	📄	HIGS	2023.03.02	94
13	Excused absence request	📄	HIGS	2023.01.09	206
12	How to access the HIGS student details		HIGS	2022.02.22	1483
11	A Guide of Students school Google ID and Password for Google Class		HIGS	2023.03.17	11658
10	WITHDRAWAL REQUEST	📄	HIGS	2023.03.20	653
9	Leave of absence form	📄	HIGS	2023.03.20	10150
8	Return request	📄	HIGS	2021.08.18	469
7	Complex Application form for VISA works	📄	HIGS	2021.08.18	638
6	Petition Form	📄	HIGS	2022.12.28	712
5	A Part of Graduate regulation summaries for HIGS	📄	HIGS	2022.04.01	9599

please know some important form.

① Excused absence request : If you are absent due to unavoidable circumstances, submit this form and evidence proving the reason for your absence to the professor. if you get the professor's signature, please submit document's signed by the professor to the HIGS office.

② Withdrawal request : when you drop out university for personal reasons, submit this form to HIGS office.

③ Leave of absence : if you want leave of absence for personal reasons, submit this form with airline ticket to leave korea. when you leave korea, you must return your alien resident ID card.

④ part-time work of Foreign Student Confirmation Form.

외국인유학생 시간제취업 확인서

대상자	성 명		외 국 인 등록번호	
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	사 업 자 등록번호		업 종	
	주 소			
	고 용 주	(인 또는 서명)	전화번호	
	취업기간		급 여 (시 급)	
	근무시간	평일 :		토. 일요일 :

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유학생담당자 확인란	소속 및 직위 (연락처)		성명	(인 또는 서명)

- when you work in korea, you must write and submit this form to HIGS office.
- company CEO should fill in the blank in red box.
- student should fill in the blank in blue box.
- you can find english version in archives.
- As long as the Justice of the Ministry to Start Crackdown on Foreigners Staying Illegally, a "Part-time work permit" is more important than ever to protect ourselves, our friends, and the university.
- work time limit is 30hours a week. you can't work in the korea over 30hours a week.