

BLUE BOOK

BLUEBOOK CONTENTS

▶ [FAQ](#)

▶ [What is the Student Bluebook?](#)

▶ [College of Education](#)

[Overview](#)

[Department](#)

▶ [Department of Korean Language Education](#)

[The department is ...](#)

[Goals and Curriculum](#)

▶ [Academic Affairs](#)

[Credit System](#)

[Curriculum](#)

[Course for Teaching Certification Requirements](#)

[Teaching Practicum](#)

[Course pack](#)

[Registration for Course](#)

[Add / Drop](#)

[Grade Evaluation](#)

[Grade Appeals](#)

[Leave of Absence and Return](#)

[Failure and Dismissal Transcript](#)

▶ [Study Guide](#)

[Requesting a Consultation](#)

[Counseling for Academic Concerns](#)

[Work Scholarship](#)

[Compass K](#)

BLUEBOOK CONTENTS

▶ Student Support

Faculty Counseling Services
Expenses (examples) Learning Disabilities
Early Employment
Work-study Opportunities Personal Belongings Protection
Students Participation Compass K
Health and Counseling College Student Council
Department Student Body Departmental Events Freshman Orientation

▶ Campus Life

Department News
Student ID Cards
Access to Campus
Classroom Use
Libraries Lockers
Lost and Found
Notice of Emergencies
Disaster Evacuation Training
Nearby Medical Institutions Holidays
Transportations Parking on Campus

▶ Contact Information

Department Office
Professor contact
College of Eductaion Administrative Office
Nearby Conveniences
Seongseo Campus Map

FAQ



I am a freshman. How can I register for courses?



Course registration is automatic for all freshmen. Beginning in your second year, you can register for classes yourself by following the link: '<http://sugang.kmu.ac.kr>'.



I am a freshman. Who will be my academic advisor?
What kind of counseling will I receive from them?



Please check your academic advisor in the Edward system. We recommend that you meet with your advisor at least once per semester. Your advisor will consult with you on general academic issues.



I am a freshman. Where can I find detailed information about my major?



You can find detailed information about your major in the handbook and on the homepage of your department. If you require additional information, visit the department office.



I have some suggestions for my department. What should I do?



You should contact the Student Council of your department. The department's Student Council will receive your suggestion and deliver it to both the Student Council of the college and the department faculty.



As a core value of my major, I would like to be helpful. What can I do?



All students are members of the community and eligible to participate. Share your ideas with the Student Council, administrative assistant of your department, or your advisor.



I would like to become a member of a club, how can I join to students' clubs and activities?



Please check related information on the University homepage
<Club> University Website Student Service Student Activity →
Association of Students' Club and Activities
<Study Group> University Website → Open Hall → Join Us → Study Group



I've been called up for military service. How can I apply for a leave of absence?



Thank you very much for protecting our nation in advance. Process: EDW ARD System Academics → Records → Register Change Manager → Apply for Leave of Absence (Attach the scanned draft notice). (Apply in advance from 2 weeks prior to the date of entry into the service.)



I'm struggling with my academic responsibilities. I could keep up if I had some help. Where can I get some help?



We recommend that you contact your academic advisor or the Student Counseling Center.



I would like to share information with all the students of my department. How can I do that?



Please use the community message board on the department's website and department's Facebook page.

Website address of the Department of Korean Language Education
<https://cms1.kmu.ac.kr/sites/koreaneducation/index.do>

Instagram page of the Department of Korean Language Education
https://www.instagram.com/kmu__korean_edu/

▶ **What is the Student Bluebook?**

▶ **College of Education**

Overview

Department

▶ **Department of Korean
Language Education**

The department is ...

Goals and Curriculum

1. What is the Bluebook?

This handbook contains essential information about the academics, administrative procedures, code of conduct, and basic regulations that a student in the Department of Korean Language Education should be familiar with.

2. College of Education

(1) Overview

The College aims at fostering prospective educators fully equipped with the competencies, scientific exploration skills, and thinking skills which will allow them to contribute to the advancement of future generations.

(2) Department

There are five departments in the College of Education (Departments of Education, Sino-Korean Literature Education, Early Childhood Education, English Education, and Korean Language Education). For any inquiries, read this handbook closely first, and then talk to the department assistant if you are not sure of any support that you can get.

☎ College Office: 053-580-5222

3. Department of Korean Language Education

(1) Overview

The department of Korean Language Education was established as part of the College of Education in 2012 in response to the growing need to cultivate secondary school Korean Language teachers. Based on many years of experience in the teaching field, facilitators in the department work towards developing highly skilled educators who are creative, innovative, have a strong sense of work ethic, and can effectively prepare students for a highly competitive globalized society.

☎ Department Office: 053-580-5793

(2) Career Opportunities

In accomplishing the goals of the program, students can graduate with a high level of Korean Language proficiency; sound understanding of the principles of Korean Language education; strong leadership skills, and the ability to creatively and flexibly apply theory to real-world contexts. So, they will hold distinguished teaching position in the public or private sectors, They will also serve as researchers, journalists, announcers, radio and T.V. program makers, copy writers, publishers and much more.

4. Faculty Informaion

Youngho Lee

Position : Professor

TEL : (053) 580-5160

E-mail : lyh2012@kmu.ac.kr

Major Field : Korean Language Education
(Seoul National University 2012)

Room Number : Room 503, Yeongam Hall



Sunwoo Park

Position : Assistant Professor

TEL : (053) 580-5161

E-mail : sunwoopark@kmu.ac.kr

Major Field : Korean Linguistics (Korea University 2006)

Room Number : Room 201, Yeongam Hall



Uliana Kobyakova

Position : Assistant Professor

TEL : (053) 580-5135

E-mail : kua@kmu.ac.kr

Major Field : Korean Classical Literature
(The Academy of Korean Studies 2011)

Room Number : Room 512, Yeongam Hall



Hogyeong Yun

Position : Assistant Professor

TEL : (053) 580-5316

E-mail: yun@kmu.ac.kr

Major Field: Department of Korean Language Education

Room Number : Room 403, Yeongam Hall



Academic Affairs

(1) Credit System

KMU homepage (<http://www.kmu.ac.kr/>) → College of Education (Department of Korean Language Education → Curriculum → Course (choose a course for the course description).

과목구분		졸업필수 이수학점
공통교양		12학점
균형교양 및 일반교양		균형교양과목(균형교양은 영역별 균형있게 이수 권장)과 일반교양과목 구분없이 18학점 이상 이수
전공	전공필수	-전공과목 최소 이수학점: 58학점 이상 -졸업논문이 전공 필수로 지정된 학과는 졸업논문을 반드시 통과하여야 함. -학과에서 정한 졸업요건(외국어과목 포함) 충족
	전공선택	
계		130학점 이상

- 전공기초는 전공 이수학점에는 포함되지 않으나 전체 이수학점에는 포함
- 학과(전공)에서 정한 외국어과목 졸업요건을 충족하여야 함

교과목 영역	이수 구분	과목 별 학점	이수 학년	이수학점	비고	
교양	공통 교양	필수	0~3	1~2	12학점	체육(1)·0학점, 체육(2)·0학점, 교양세미나의 토론(3학점), 기독교의 계명언(2학점), COLLEGE ENGLISH(3학점), 글로벌시티준심(1학점), AI와컴퓨터사고(1학점), 스마트비즈니스와창업기초(2학점)
	균형 및 일반 교양	선택	3	1~4	18 학점 이상	◆ 균형교양 교과목 6개 영역: 철학과역사, 사회와문화, 과학과기술, 문학과예술, 글로벌리더십, 진로탐색/자기개발/창업 - 균형교양과목(균형교양은 영역별 균형있게 이수 권장)과 일반교양과목 구분없이 18학점 이상 이수
전공	전공 필수	필수	0~3	1~4	58학점 이상	전공필수 과목은 반드시 이수하여야 하며, 졸업논문 등이 전공필수로 지정된 학과(전공)는 졸업논문 등을 꼭 통과하여야 함(전공필수가 없는 학과(전공)도 있음) - 학과(전공)에서 정한 외국어과목 졸업요건 충족
	전공 선택	선택	1~3			
교직과목	해당 자 필수	2	2~4	22학점	- 사범대학생 및 교직이수 허가자는 교원자격 취득 관련 교직과목 이수와 실습 등을 이수하여야 자격증을 취득할 수 있음	

- ▶ P credit: There aren't any credits for the chapel, graduation thesis, etc., but a Pass is required for graduation.
- ▶ 1 credit: One-hour theory class or two-hour experiments/ practicums/ field work per week during the semester
- ▶ 2 credits: Two-hour theory class or four-hour experiments/ practicums/ field work per week during the semester
- ▶ 3 credits: Three-hour theory class or six-hour experiments/ practicums/ field work per week during the semester

(2)Curriculum

Offering both direct and indirect experience in the field of Korean Language teaching, Korean Language Education provides a comprehensive curriculum that aims at deepening student understanding of the fundamental principles and practices that underlie teaching and learning Korean Language. Its basic courses are designed to teach the Korean language skills and knowledge that are essential to be effective teachers. More advanced courses are designed to develop comprehensive professionals with a fuller understanding of Korean language education. It emphasizes also a spirit of co-operation, and encourages leadership that works towards strengthening and caring for others.

Academic Year	Semester	Course Code	Course Title	Credits	Hours of Instruction	Practicum
2020	1/1	31052	INTRODUCTION TO KOREAN LANGUAGE EDUCATION	3	3	0
		25178	INTRODUCTION TO LINGUISTICS	3	3	0
	1/2	31589	INTRODUCTION TO KOREAN LITERATURE	3	3	0
		38190	PREMODERN KOREAN AUTHORS	3	3	0
	2/1	31590	INTRODUCTION TO KOREAN LINGUISTICS	3	3	0
		31591	READINGS IN MODERN WORKS OF LITERATURE FOR EDUCATION	3	3	0
		32272	THEORIES OF TEACHING SPEAKING AND WRITING EXPRESSION	3	3	0
		32803	KOREAN PHONOLOGY AND MORPHOLOGY	3	3	0
		32812	THEORIES IN MODERN KOREAN AUTHORS	3	3	0
		38213	MASTERPIECES OF PREMODERN KOREAN LITERATURE	3	3	0
		32271	THEORIES IN TEACHING LITERATURE	3	3	0
	2/2	32273	READINGS IN MIDDLE & MODERN KOREAN	3	3	0
		32274	THEORIES OF TEACHING HISTORY OF KOREAN LITERATURE	3	3	0
		32800	THEORIES OF KOREAN GRAMMAR	3	3	0
		37516	DATA MINING AND ANALYSIS IN KOREAN LANGUAGE	3	3	0
		38248	KOREAN LANGUAGE LIFE IN THE CHOSUN DYNASTY	3	3	0
		28093	LOGIC AND CRITICAL THINKING <small>opens in new window</small>	3	3	0
	3/1	32792	THEORIES IN TEACHING CLASSICAL KOREAN POETRY	3	3	0
		32810	KOREAN NORMATIVE RULES AND ORTHOGRAPHY METHODS	3	3	0
		32813	THEORIES IN TEACHING MODERN KOREAN NOVEL	3	3	0
2020	3/1	32814	THEORIES IN TEACHING MODERN KOREAN POETRY	3	3	0
		18582	KOREAN MODERN NOVEL	3	3	0
	3/2	32791	THEORIES IN TEACHING CLASSICAL KOREAN PROSE	3	3	0
		32795	THEORY OF KOREAN LANGUAGE EDUCATION	3	3	0
		32801	THEORIES OF KOREAN HISTORY EDUCATION	3	3	0
		32804	THEORIES IN TEACHING READING COMPREHENSION	3	3	0
		38173	THEORY AND PRACTICE OF READING EDUCATION	3	3	0
	4/1	11740	SUBJECT SPECIALIZATION & TEACHING METHODS IN KOREAN LANGUAGE EDUCATION	2	2	0
		32789	SPECIAL LECTURE OF KOREAN LANGUAGE EDUCATION	3	3	0
		32802	THEORIES OF KOREAN LEXICOLOGY & SEMANTICS EDUCATION	3	3	0
		32806	SEMINAR OF SCHOOL KOREAN GRAMMAR	3	3	0
		32808	THEORIES OF MIDDLE KOREAN GRAMMAR EDUCATION	3	3	0
		32811	THEORIES OF TEACHING HISTORY OF KOREAN MODERN LITERATURE	3	3	0
	4/2	32815	THEORIES OF DRAMA EDUCATION	3	3	0
		31588	READINGS IN CLASSIC WORKS OF LITERATURE FOR EDUCATION	3	3	0
		32807	SEMINAR OF LITERARY EDUCATION	3	3	0
		32809	SCHOOL KOREAN GRAMMAR EDUCATION	3	3	0
	ALL	38174	SEMINAR OF COMMUNICATION EDUCATION	3	3	0
		32799	PROJECT FOR KOREAN LANGUAGE EDUCATION	2	0	64
		33996	STARTUP FIELD TRAINING(1)	3	0	160
2020	ALL	34082	STARTUP FIELD TRAINING(2)	3	0	160
		34173	LONGTERM STARTUP FIELD TRAINING	15	0	480
		34243	STEP BY STEP CAREER DEVELOPMENT	1	0	0
		40701	FIELD PLACEMENT(1)	3	0	160
		40709	FIELD PLACEMENT(2)	3	0	160
		40717	FIELD PLACEMENT(3)	3	0	160
		40725	FIELD PLACEMENT(4)	5	0	320
		40733	FULL-SEMESTER FIELD PLACEMENT	15	0	480

(3) Courses for Teaching Certification (Level II) Requirements

	2013학년도 입학자부터	2009학년도 입학자부터
전공과목	<ul style="list-style-type: none"> ○ 전공과목 50학점 이상 - 기본이수과목 7개 분야 21학점 이상 포함 - 교과교육영역 8학점 이상 포함 	<ul style="list-style-type: none"> ○ 전공과목 50학점 이상 - 기본이수과목 7개 분야 21학점 이상 포함 - 교과교육영역 8학점 이상 포함
교직과목	<ul style="list-style-type: none"> ○ 교직과목 22학점 이상 - 교직이론 12학점(6과목) 이상 - 교직소양 6학점(3과목) 이상 - 교육실습 4학점 이상 (교육봉사 2학점 포함) 	<ul style="list-style-type: none"> ○ 교직과목 22학점 이상 - 교직이론 14학점(7과목) 이상 - 교직소양 4학점(2과목) 이상 - 교육실습 4학점 이상 (교육봉사 2학점 포함)
성적기준	<ul style="list-style-type: none"> ○전공평균성적 75/100점 이상 ○교직평균성적 80/100점 이상 ○교직 적성 및 인성검사 적격판정 2회 이상 ○응급처치 및 심폐소생술 실습 2회 이상 (단, 2017년 2월 졸업자는 1회 이수) 	<ul style="list-style-type: none"> ○ 졸업전체 평균성적 75점 이상 ○교직 적성 및 인성검사 적격판정 1회 이상 ○응급처치 및 심폐소생술 실습 2회 이상(단, 2017년 2월 졸업자는 1회 이수)

(4) Teaching Practicum

- ▶ Teaching practicum is scheduled for 4 weeks in senior years. Teaching practicum is scheduled for 4 weeks in senior years.
- ▶ You must do educational volunteer service activities for 60 hours.

(5) Course pack

EDWARD System > Academics > Courses > Course Registration Manager > Application for Course Pack

The Course Pack is a system where you can save the courses that you are interested in taking prior to actual course registration, much like the 'shopping cart'. There is a certain period for your Course Pack before the date of course registration. The courses saved in your Course Pack are easily registered for only with a simple code at the point of your actual registration.

(6) Registration for Courses

- ① Log in <http://sugang.kmu.ac.kr> within the course registration period (first-come-first-served basis).
- ② Website for course registration: EDWARD portal on the University website (<http://portal.kmu.ac.kr>).
- ③ How to check course registration details: EDWARD System > Academics > Courses > Course Registration Manager > Check Course Registration
- ④ How to check course schedules: EDWARD System > Academics > Courses > Course Registration Manager > Check Class Schedule

(7) Add/Drop

EDWARD System > Academics > Courses > Course Registration Manager > Check Add/ Drop

(8) Grade Evaluation (may vary from course to course)

- ▶ Attendance: 10-20%
- ▶ Assignment(s), Presentation(s): 20-30%
- ▶ Examinations: 50-70%
- ▶ Any grade for experiments, practicums, practical work, or other special courses may be calculated differently.

(9) Grade Appeals

- ▶ Contact your professor personally via telephone or email during the period of grade appeals in each semester. If your appeal is unresolved, contact the Academic Affairs at 580 - 6066 or visit Room #104 on the 1st floor of the Main Building on Seongseo Campus.
- ▶ Grades are not usually changed unless there is an error made by a course instructor.

(10) Leave of Absence and Return

Application for Leave of Absence

EDWARD System > Academics > Records → Register Change Manager > Apply for Register Change (Leave of Absence)

Application for Return

EDWARD System > Academics > Records > Register Change Manager → Apply for Register Change (Return)

(11) Failure and Dismissal

The following conditions may lead to dismissal:

- ▶ Academic Probation: a student whose G.P.A. is below 1.50 for a given semester (excluding the 8th semester)
- ▶ Dismissal due to Academic Probation: a student on academic probation for 3 consecutive semesters
- ▶ A student whose medical conditions prevent any further hope of academic achievement
- ▶ A student not having registered or not having submitted an application for an extension of leave of absence within the time specified after leave of absence
- ▶ A student entering another university
- ▶ A student failing to register within the specified time
- ▶ A student subject to expulsion due to academic probation
- ▶ A student subject to expulsion due to a disciplinary action

(12) Transcripts

- ▶ Transcripts can be issued by the administration team of the College of Education, at the Registrar's Office on the 1st floor of the main building, at the Automated Issuer in front of the post office in Bauer Hall, and on the 1st floor of the Dongsan Library
- ▶ Online: EDWARD System > Academics > Records > Register Change Manager

Study Guide

(1) Requesting a Consultation

Go to the Edward system → Academic Administration and apply for Comprehensive Counseling

(2) Counseling for Academic Concerns

For assistance with academic concerns, see your academic advisor or visit the Student Counseling Center.

▶ Student Counseling Center

The Student Counseling Center provides freshmen aptitude examinations, and consultation following sexual harassment, and homepage management

▶ Contact Information

Psychological examination: ☎ 580-5745

Educational support: ☎ 580-5744

Study Consultation: ☎ 580-6300

Individual and group counseling : ☎ 580-5743

Location: Room no. 1125, 1st Floor, Bauer Building

Website: <http://newcms.kmu.ac.kr/kmusd/index.do>

(3) Work Scholarship

- ▶ How to Apply: Please fill out the work scholarship application form by going to the Edward system → Academic Administration → Scholarship Application and submit it to your department office.
- ▶ Application Period: Check the university homepage.
- ▶ Eligibility: Students belonging to low-income families (within eight categories), according to the evaluation of the national scholarship committee, are eligible to apply.
- ▶ Students who have not applied for national scholarships are ineligible for work scholarships.
- ▶ The tuition fee will be deducted at the time it is due, without additional notice. The title of the scholarship and the amount by which the tuition fee was reduced will be recorded on the tuition fee bill.
- ▶ Students who are selected as recipients of work scholarships will volunteer in the department office.
- * Students who do not fulfill the requisite 50 hours of volunteer duties will not be eligible to apply for the scholarship the following semester. Additionally, they must return the amount of the scholarship.

(4) Compass K

- ▶ The program was developed to enhance the educational capacity and employability of students.
- ▶ The program contains seven sections: IT, major, career, creativity, employment, volunteering, globalization, and goal management.
- ▶ It is structured to help students expand their educational capabilities based on 18 detailed categories.
- ▶ Purposes of the Point System
The point system empowers students to set career goals earlier and get motivated to develop their educational capabilities.
- ▶ The system helps students to be competitive in the workforce by writing individual portfolios.
- ▶ The point system manages job seekers and successful job candidates.
- ▶ Structure of the Program: The program provides exploration of a career path, counseling on career, and management of a student's capacity.
- ▶ Scholarships are awarded based on points gained for capability development.
- ▶ Points Approval: Items related to grades and credit acquisition are processed automatically by the system.
- ▶ Students must enter related information on the website and provide evidence (e.g., original copies of licenses or certificates) to the college administration (available by appointment every Thursday).
- ▶ One achievement can be recognized in one section only. One achievement cannot be recognized in two or more sections.

Student Support

(1) Faculty Counseling Service

Making an Appointment: EDWARD System > Academics > Counseling > Integrated Application for Advising

Checking your Faculty Advisor: EDWARD System > Academics > Records > Personal Information > Faculty Advisor

(2) Expenses (examples)

▶ Student Body Dues (due in every March)

(As of 2018, Freshmen 90,000 / Sophomores 90,000 / Juniors 45,000/ Seniors 45,000 Won).

Subject to change pending the annual department budget

▶ Recommended: Personal notebook (useful for class assignments, team projects, etc.)

(3) Learning Disabilities

Consult with your faculty advisor or visit the Student Counseling Center

▶ Student Counseling Center

General counseling for students, conducting aptitude test for freshmen, counseling for the victims of sexual harassment:

Contact Ms. Park Kyung Ok at 580-5811.

☎ 580-6300: Learning services

☎ 580-5745: Psychological tests

☎ 580-5743: Counseling for Individuals/Groups

☎ 580-5744: Educational Support

Location: #1125, 1st floor of Bauer Hall on Seongseo Campus

Website: <http://kmusangdam.org/>

(4) Early Employment

The first employment before graduation may be translated to an internship (15 points) for the second semester of the senior year. A senior is allowed to be hired by a University-affiliated company at the recommendation of a faculty member.

(actual affiliations and companies may vary year by year).

<Early employment confirmation and attendance approval procedure for the graduating semester>

▶ Eligibility: A student who gets hired during the graduating semester

▶ Approval of Alternative Attendance: Applicable to the courses enrolled during the period of employment

A) The total period of employment confirmed as early employment during the graduating semester

B) Including the period of employment by a transfer to a different organization

▶ Procedure

A) Step 1: Verification of Early Employment

(1) Apply for confirmation of early employment (within 2 weeks from the date of employment)

(2) The Employment Support Team confirms the early employment status.

(3) Print out the certificate of early employment (within 1 week from the confirmation)

(4) Submit the certificate to your course instructors and follow their guidelines (within 2 weeks from the date of employment).

B) Step 2: Procedure for Alternative Attendance

(1) Apply for alternative attendance on Edward before the final examinations end.

(2) Your request for alternative attendance will be approved by the Employment Support Team periodically.

(3) Print out the attendance certificate before the final examinations end.

(4) Submit the certificate to all your course instructors before the final examinations end.

▶ Accepted Supporting Document according to the Types of Employment: The Employment Support Team will verify the supporting documents below in order to confirm employment and approve alternative attendance requests.

Type of Employment	Supporting Document	Remark
Registered Business	Select one ①Certificate of qualification for health insurance ②Certificate of employment insurance ③Certificate of employment +Certificate of payment	Excludes employment in unregistered businesses or private academies
One-person Business	Business registration and statement of working hours	
Overseas Employment	Employment contract and certificate of entry to exit from Korea	

(5) Work-Study Opportunities

EDWARD Portal System > Academics > Scholarship > Apply for Scholarship > Apply for Work-Study Scholarship → Print out the completed application > Submit it to the department office

▶ What is the work-study scholarship?

It is a system that gives a tuition waiver to the students who support the department assistant at the department office for 50 hours. These students are called 'Work-Study Student'.

▶ Application Period: To be notified on the department Kakao Talk chat room semester by semester.

▶ Eligibility: A student belonging to within the 8th income class as a result of examination for provision of national scholarship

▶ A student who does not apply for national scholarships will not be considered for work-study positions.

▶ The recipient gets a tuition waiver on the tuition bill without a separate notice.

▶ Students selected as a work-study will render services at the department office.

*Falling short of 50-hour-long services disqualifies his or her application for the following semester, and forces the full amount of scholarship to be repaid.

(6) Personal Belongings Protection

▶ Personal belongings and property of the students in the department must be protected, and the obligation lies in the hands of the owner.

▶ It is important to prevent any loss, damage, or theft of one's personal belongings in advance. Should such an event happen, the owner is fully responsible.

(7) Students Participation

▶ Various special lectures and major-related experiential activities (pending the budget and the University policies).

(8) Compass K

▶ Introduction

- Developed to enhance the students' learning capacity and competitive advantage for employment

- Consists of the following 7 sectors: goal management, major, globalization, IT, volunteering, creativity, career and employment

- Classifies the students' learning capacity into 18 areas for their own management

▶ Purpose of the Point System

- To help the students to set early career objectives and to give them the motivation to develop their own learning capacity

- To manage the students' competitiveness in employment through the preparation of individual portfolios

- To manage job seekers better and identify successful ones

- The components of the program: career search, career counseling, and capacity management

- To grant scholarships according to the points

- Regarding the approval of points, the items related to grade evaluation and credit acquisition are automatically processed on the system.

- The students themselves must fill in the information on the web system and submit the supporting documents such as licenses or certificates to the staff of the college administration team for verification and approval.

- One achievement is translated into a capacity only in a single sector. (One achievement cannot be recognized in two or more sectors.)

How To Use

EDWARD System > Academics > Compass K Program

(9) Health & Counseling

▶ **Campus Healthcare Center:** offers free annual physical checkup services to help students to find diseases in advance

-Registration Period: Mid-March (to be announced on the website) / EDWARD System (early March)

EDWARD System > Academics > Student Support > Register for Student Health Examination

▶ **Counseling Center for Preventing Sexual Harassment**

<http://newcms.kmu.ac.kr/kmuhr/index..do>

- Provides appropriate education and counseling services for the victims to cope with and overcome the damage from sexual harassment and violence

- Aims at fostering the establishment of sense of values about sex and of healthy sexual activities through preventive education.

- Is an open space not only for healing psychological damage from sexual harassment or violence but also for counseling the students who worry about sex and dating.

(10) College Student Council

► Role

- To organize and lead all the student-organized activities held in the college and adequately process suggestions from students.

► Selection

- One-month notice for candidate registration will be given in the event of replacement or additional selection of the student president or the student council of the college.

- Candidates for the president, the deputy president, the general manager, and the secretary are recommended either by themselves or by someone else between February to March, and elected according to the number of ballots.

- The student representative and the deputy student representative of each year in each department are elected by the students semester by semester (the positions for freshmen may be filled in by those recommended by a faculty advisor or the departmental seniors).

(11) Department Student Body

► **Role:** To support academic affairs of students, collect their suggestions, closely communicate with the student council at college and university, and to play a role in channeling communication with the faculty in the department; and to plan and host events organized by the department

(12) Departmental Events

- **February:** Commencement, Freshmen Orientations
- **March:** Entrance Ceremony, Academic Seminar (MT)
- **May:** Teacher's Day, University Festival
- **November:** Fall Festival, Student's Day

(13) Freshman Orientation

► **Target:** Freshmen

► Objectives

- To make freshmen well adapted to their new environment. It is an opportunity for them to be informed of the university and the courses.

► Program

- Guide to the Campus life (see the bluebook)
- Guide to Course timetable and registration
- Introduction to the department and the open discussion with the faculty
- How to get a student ID card
- How to enter student data
- **When:** Towards the end of every February

Campus Life

(1) Department News

<http://newcms.kmu.ac.kr/sites/koreaneducation/index.do>

- ▶ Notification for each grade: via the group kakaotalk

(2) Student ID Cards

Application and Issuance: Submit an application through the EDWARD System

▶ Procedure

EDWARD Portal > EDWARD System > Academics > Student Support > Application for a Student ID > Consent for the Use of Personal Information > Apply for an Account at a Daegu Bank branch > Pick up at the College Administration Team (only by the requesting student)

- ▶ **Period of Issuance:** 1 to 2 weeks

(3) Access to Campus

Opening Hours: AM 06:00 ~ PM 24:00

Abbr	Building	Abbr	Building
영	영암관	스	스미스관
백	백은관	공	공학관
바	바우어관	음	음악공연예술대학
건	덕래관	보	보산관
사	봉경관	오	오산관
체	체육관	쉐	쉐텍관
국	동영관	M	의학관
대	동천관	의	의양관
N	전갑규관		

(4) Classroom Use

- No food or alcohol is allowed in the classrooms (report violators to the department or lab assistant).
- Upon exiting the classroom, turn off all the electronic devices such as computer, air-conditioner, heater, or lights.
- Do not install illegal software on the university computers. If caught, you are fully responsible.
- Gen an authorization of the computer lab assistant when you want to install a program for academic purposes.
- Accept liability if installation of unauthorized software is detected (e.g., purchasing the program, a compensation, etc.)

(5) Library

▶ Operating Hours

During semesters: 09:00~22:00 (Weekdays); 09:00~13:00 (Saturday)

During vacations: 09:00~17:00 (Weekdays) Saturday (Closed)

▶ General Reading Room: 06:00~24:00 (Chuseok, Seollal closed)

▶ Borrowing Privilege: 14 days on 10 books, which may be extended only once

▶ Overdue books incur late charges.

(6) Lockers

Apply to the department student body for use

(7) Lost and Found

If you find any lost property, kindly leave it with the department office. If you want to reclaim lost property later, write down the details of the lost property and submit it to the assistant.

(If the owner appears after the release of the lost property by the assistant's judgment, legal consequences may ensue).

(8) Notice of Emergencies

Notices will be passed on through the emergency contact line of each grade (i.e., Department Office/ President of the Department Student Body → Representatives by year → All the students).

Contact Information

(1) Department Office

▶ Yungamhall 328

All inquires about study and schedule:

☎ 053-580-5793

(2) Professor contact

Ji-Eun Kim	Yungamhall 321	053-580-5147
Youngho Lee	Yungamhall 503	053-580-5160
Sunwoo Park	Yungamhall 201	053-580-5161
Uliana Kobyakova	Yungamhall 325-4	053-580-5135

(4) Nearby Conveniences

Pharmacy	Sungsu pharmacy 053-584-6659
Post Office	Sung su keimyung post office 053-592-1350
	Daegu gangchang post office 053-593-9115
Print service	Seomunmunhwasa 053-246-9344
	Insaboksamaeul 053-591-6339

(3) College of Eductaion Administrative Office

☎ 053-580-5221~2

(5) Seongseo Campus Map

