Changes in the 2020 Spring Semester Schedule

Online Course Registration for Students
Dear beloved students,

In previous years, during March the campus would have been crowded with students, but this year it is almost desolate. This is the first time that the saying “Spring is here but it doesn’t feel like spring (春來不似春)” has touched my heart.

At the beginning of February, our university delayed the start of the first semester to March 9th and took special measures to conduct lectures online for two weeks from Monday, March 9 to Friday, March 20. Thanks to the professors who actively participated, the upload rate of the online lectures is quite high. It is also encouraging that many universities have followed our preemptive response and will conduct lectures online as well.

As I am sure you are all well aware, COVID-19 has continued to spread in Korea. It is possible this situation will continue for some time. As a result, our university has had to devise and implement additional measures. In addition to the planned two weeks of online lectures, we will offer online lectures for two more weeks from Monday, March 23 to Friday, April 3. Classroom lectures will begin on Monday, April 6, with a total of four weeks of online lessons. The end of the first semester will still be Friday, June 19.

In consideration of the difficulties professors whose courses include experiments, hands-on activities, and practical applications may have, classroom lectures can begin on April 6th and the end of class could be postponed until Friday, July 10, if the professors wish to consult with their students. Also, some seasonal summer classes that students need to take for graduation from Monday, July 13 to Friday, July 31 will be offered to prospective graduates in order to prevent graduation problems due to experiments, exercises, and practical courses. Please understand that these are the best solutions our university can choose in light of the current situation in order to carry out the mission of the university and protect our students from infection. In addition, please be informed that if the COVID-19 outbreak gets worse or the government raises the response level, we may choose to offer more lectures online. Your departments will provide you with more information and keep you updated regarding further developments.

We hope for you to pay special attention to your health and stay safe.

Thank you.

Monday, March 2, 2020

Dong Ryeol Shin, President of Sungkyunkwan University
Contents

- Academic Schedule Changes for the 2020 Spring Semester and Online Course Registration for Weeks 1 to 4 → 04
- How to Register for Sungkyunkwan University Membership → 09
- Guideline for the Next Generation i-Campus (icampus.skku.edu)
  1. Access and Use of icampus.skku.edu → 11
  2. Main Menu of Course Home → 12
  3. Watching Lecture Videos → 13
  4. Attendance / Learning Status Check → 14
- Online Course Attendance Information → 15
- How to Use Real-time Lecture System, WebEx
  1. Real-time Lecture App, WebEx, Introduction and Preparation → 16
  2. WebEx Installation and Lectures → 17
  3. Access Screen and Functions → 18
Academic Schedule Changes for the 2020 Spring Semester and Online Course Registration for Weeks 1 to 4

Outline

1. The number of weeks per semester has been changed to 15 in accordance with the enforcement of the self-designing semester system.
2. The opening and closing of the 2020 Spring Semester will be delayed by 1 week and the first 4 weeks of the beginning of the semester will be carried out as online courses to prevent the spread of COVID-19.

<table>
<thead>
<tr>
<th>Type</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Room Course</td>
<td>Monday, March 9th</td>
</tr>
<tr>
<td>Type</td>
<td>Schedule</td>
</tr>
<tr>
<td>Theoretical / Practical (Language) Course</td>
<td>Monday, April 6th to Friday, June 19th</td>
</tr>
<tr>
<td>Experiment / Practical Course</td>
<td>Monday, April 6th to Friday, June 19th / Friday, July 3rd / Friday, July 10th</td>
</tr>
</tbody>
</table>

The methods of proceeding and finishing dates may differ for courses with experiments and practical courses. Further details will be provided through the university's website or by the individual department. [The closing dates of different courses will be decided through discussions with the professors and students.]

The amount of weeks online courses are held may be extended if the COVID-19 situation worsens.

Courses will be available starting from Monday, March 2nd and over 95% of the lecture videos must be watched for attendance to be acknowledged [Refer to p.15, details on Online Course Attendance Information].

Online Course Registration for Weeks 1 to 4 of the 2020 Spring Semester

1. Direct link to Next Generation i-Campus: https://icampus.skku.edu/
2. Guideline for the Next Generation i-Campus
   1) For Students:
      - How to Use i-Campus Video Guide
        Korean: https://lcms.skku.edu/em/5e4646d850b49
        English: https://lcms.skku.edu/em/5e4653d2c82b8
      - Information on Details by Functions:
        https://icampus.skku.edu/boards/5caea5b8c18f810e567e3fd5/posts/5d72ec03c18f810a5f3493fe/view
3. i-Campus Application Download
   1) For Students
      - iOS: https://apps.apple.com/kr/app/learningx-student-%ED%95%99%EC%8A%B5%EC%9E%90-%EC%9A%A9/id1428254462
## 2020 Spring Semester Course Registration Schedule

1. Change and Confirmation Period or Course Registration

### 1) Primary Course Change and Confirmation Period (Week 1 at the beginning of the semester)

<table>
<thead>
<tr>
<th>Type</th>
<th>Course</th>
<th>Course Change and Confirmation Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Undergraduate and Graduate School</td>
<td>Natural Science Campus Offline Courses</td>
<td>08:00, Monday, March 9th to 16:59, Wednesday, March 11th</td>
</tr>
<tr>
<td></td>
<td>Humanities and Social Science Campus Offline Course</td>
<td>08:00, Tuesday, March 10th to 16:59, Wednesday, March 11th</td>
</tr>
<tr>
<td></td>
<td>All Courses Online + Offline</td>
<td>08:00, Wednesday, March 11th to 16:59, Wednesday, March 11th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>※Course Registration Unavailable: 17:00, Wednesday, March 11th to 07:59, Thursday, March 12th</td>
</tr>
<tr>
<td></td>
<td>All Courses Online + Offline</td>
<td>08:00, Thursday, March 12th to 22:59, Friday, March 13th</td>
</tr>
<tr>
<td></td>
<td>Closing Confirmation Date (Final)</td>
<td>Monday, March 16th</td>
</tr>
<tr>
<td></td>
<td>Additional Course Registration for Closed Course</td>
<td>08:00 to 22:59, Tuesday, March 17th</td>
</tr>
</tbody>
</table>

### 2) Secondary Course Change and Confirmation Period (Week 3 at the beginning of the semester)

<table>
<thead>
<tr>
<th>Type</th>
<th>Course</th>
<th>Course Change and Confirmation Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Undergraduate and Graduate School</td>
<td>All Courses Online + Offline</td>
<td>08:00, Monday, March 23rd to 16:59, Wednesday, March 25th</td>
</tr>
<tr>
<td></td>
<td></td>
<td>※Course Registration Unavailable: 17:00, Wednesday, March 25th to 07:59, Thursday, March 26th</td>
</tr>
<tr>
<td></td>
<td>All Courses Online + Offline</td>
<td>08:00, Thursday, March 26th to 22:59, Friday, March 27th</td>
</tr>
<tr>
<td></td>
<td>Closing Confirmation Date (In the Case of Unusual Circumstances)</td>
<td>Monday, March 30th</td>
</tr>
</tbody>
</table>
# Academic Schedule Changes for the 2020 Spring Semester and Online Course Registration for Weeks 1 to 4

2. Personnel Increase and Assigned Course Registration

**1) Personnel Increase Schedule**
- Tertiary personnel increase schedule added in accordance with the secondary course change and confirmation period

<table>
<thead>
<tr>
<th>Type</th>
<th>Student Registration Period</th>
<th>Lecturer Input Period</th>
<th>Course Change and Confirmation Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Personnel Increase</td>
<td>Thursday, February 13(^{rd}) to Friday, February 21(^{st})</td>
<td>Friday, February 21(^{st}) to Wednesday, February 26(^{th})</td>
<td>Scheduled on Wednesday, February 26(^{th})</td>
</tr>
<tr>
<td>Secondary Personnel Increase (Week 1)</td>
<td>Monday, March 9(^{th}) to Wednesday, March 11(^{th})</td>
<td>Monday, March 9(^{th}) to Wednesday, March 11(^{th})</td>
<td>Scheduled on Wednesday, March 11(^{th})</td>
</tr>
<tr>
<td>Tertiary Personnel Increase (Week 3)</td>
<td>Monday, March 23(^{rd}) to Wednesday, March 25(^{th})</td>
<td>Monday, March 23(^{rd}) to Wednesday, March 25(^{th})</td>
<td>Scheduled on Wednesday, March 25(^{th})</td>
</tr>
</tbody>
</table>

**2) Assigned Course Registration Schedule**
- Proceed with online registration in accordance with the proceeding of Week 4 online courses

<table>
<thead>
<tr>
<th>Type</th>
<th>Registration Schedule</th>
<th>Assigned Course Registration Confirmation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>Monday, March 23(^{rd}) to Tuesday, March 24(^{th})</td>
<td>Monday, March 30(^{th})</td>
</tr>
</tbody>
</table>

3. Course Closing Schedule

1) Final confirmation on closing of course based on the number of students attending [as of Friday, March 13\(^{th}\)] after course change and confirmation period of Week 1 ends

2) Additional course closing in the case of a special course after the secondary course change and confirmation period of Week 3 ends

<table>
<thead>
<tr>
<th>Type</th>
<th>Closing</th>
<th>Additional Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td>Monday, March 16(^{th})</td>
<td>Monday, March 30(^{th})</td>
</tr>
<tr>
<td>note</td>
<td></td>
<td>In case of special lecture</td>
</tr>
</tbody>
</table>
4. Credit Withdrawal and Course Registration Withdrawal

   1] Credit Withdrawal
      - Registration Period: Tuesday, March 31st to Thursday, April 2nd
      - Date of Grade Reflection: Friday, April 3rd

   2] Registration Period for Course Registration Withdrawal
      - One day on Monday, April 6th
      - Course registration withdrawal is expected to drastically reduced due to
        the extension of the course change and confirmation period to Week 3.

5. Measures, Restrictions, and Controls related to COVID-19

   1. Control and measure the body temperature of everyone entering all buildings of the
      campus: People are only allowed to enter if their body temperatures are normal.

   2. Face-to-face administrative services will temporarily be suspended and replaced with
      online services.

   3. Crowded facilities such as the Academic Information Center, Student Cafeteria, Fitness
      Center, etc. will be closed.

   4. There will be voluntary isolation support for international students entering from China.

   5. Emergency instructions for suspected symptoms recommended by the Korea Centers
      for Disease Control and Prevention:

      • Prohibited from coming to school when fever (above 37.5℃) and respiratory symptoms occur
      • Call the school’s Health Center [prohibited to visit] and follow instructions
      • Call the Campus Health Center [prohibited to visit] during nights or holidays and follow
        instructions
      • Stay home for at least 3 to 4 days and rest to see the progress
      • Ask the local health center which clinic to visit (must wear a mask) in case of fever over 38℃
        or if the symptoms do not improve

   ※ Contact for Suspected Symptoms

   • Korea Centers for Disease Control and Prevention 1339, Dasan Call Center 120
   • Health Center in School
     02-760-1230, 031-290-5250
     [Weekdays 09:00~17:30]
   • Humanities and Social Sciences Campus:
     Jongno Health Center 24 Hour Call Center
     02-2148-3725
   • Natural Sciences Campus:
     Jangan-gu Health Center
     Daytime: 031-228-5092
     Nighttime: 031-228-5717 [after 18:00]
Academic Schedule Changes for the 2020 Spring Semester and Online Course Registration for Weeks 1 to 4

FACE-TO-FACE Certificate issuance Restrictions

1) Restriction Period:
   From Monday, February 24, 2020 until the end of the situation.
   Please issue the certificates online during the restriction period.

2) Online Issuance
   Main page of the website › Campus Life › Certificate Issuance ›
   Student Certificate Issuance › Direct Online Issuance

3) If online issuance is not applicable, please use unmanned issuing machine
   (Payments can be made with credit card, cell phone, T Money, and Cashbee)

※ Unmanned Issuing Machine Location
   - Humanities and Social Science Campus: International Hall 2F and Management Hall 1F
   - Natural Science Campus: Engineering Hall 2 26 Bldg. 1F, Student Union Hall 1F, and Dormitory New Hall Bldg. B B1F

School Space Control

In order to prevent the spread of COVID-19, school space is controlled as follows. Please avoid entering the campus as much as possible unless absolutely necessary, even if the space is not controlled.

- Lecture rooms, seminar rooms, and PC rooms: entrance and use under control ~ Sunday, April 5th
- Academic Information Center
  1. Closing Period: Wednesday, February 26 to Sunday, March 22, 2020
  2. Reading rooms at Central / Samsung Academic Information Centers and Management Hall closed
  3. Reference Room Entrance Control
     A. Only returns are available (Weekdays 9:00 ~ 17:30)
     B. Unmanned Borrowing Reservation Service
        - Application Time: 09:00 ~ 16:00 (Monday to Friday)
        - How to Apply: Website of Academic Information Center › Services ›
          Unmanned Borrowing Reservation
        - Visiting Time: 17:30 ~ 09:00 of the next day

※ The schedule above may change depending on the spread of COVID-19.

- Cafeteria: Student cafeteria closed ~ Monday, March 22nd
  - Only the staff cafeterias of both campuses (Okryucheon and Gusijae) are operating.

- Stores (Commissary, cafe, convenience store, etc.):
  Take-out only (unable to eat in the stores)
How to Register for Sungkyunkwan University Membership (1)

1. Search for “Sungkyunkwan University” or enter www.skku.edu URL to access the website.

2. Click “Kingo ID LOGIN” at the top of the Sungkyunkwan University website.
3. Click “Sungkyun Person Registration”
4. Review and consent to the terms and conditions
5. Complete self-verification and fill in the necessary contents of the ID creation page
6. ID creation completed
7. Access Sungkyunkwan University the Next Generation i-Campus (www.icampus.skku.edu) and Sungkyunkwan University Portal
1. Access and Use of icampus.skku.edu

① icampus.skku.edu Access and Login
• Click “Kingo ID LOGIN” on the top right. Log in with Sungkyun Person ID when login window appears.

② Taking lectures
• Click “Direct to My Courses” after login. Registered courses will appear on the dashboard.

③ Download Learning Manual
• You can download the guidelines by clicking Learning Manual from the i-Campus website.

④ How to Use Video
• The guidelines video is available from the Guideline Bulletin Board on the bottom right.

Language setting change in icampus.skku.edu
– Browser setting change
• Website language follows the language setting of the browser, so please change the browser language setting to your desired language.
When you click on the course card displayed on the dashboard, you will be directed to course home. The course menu will be displayed on the left of course home, and some items may not appear if the professor did not set them up to be used.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Recent and various notices, to-do’s (assignments to submit / assignments to grade, etc.), and schedule are displayed.</td>
</tr>
<tr>
<td>Notice</td>
<td>Notices on courses posted by professors or teaching assistants are available.</td>
</tr>
<tr>
<td>Inquiries</td>
<td>It is a bulletin board to post questions and professors / teaching assistants / students can leave comments.</td>
</tr>
<tr>
<td>Course Plan</td>
<td>You can access the course plan (lecture plan).</td>
</tr>
<tr>
<td>Lecture Archives</td>
<td>You can access and download learning material files required for the course (video / documents / social media / links / text files and attachments).</td>
</tr>
<tr>
<td>Lecture Contents</td>
<td>You can participate in learning activities, such as discussions / quizzes / assignments, etc. including weekly video lectures. The attendance record for videos and learning activities of the &quot;Lecture Contents&quot; menu can be checked from the &quot;Attendance / Learning Status&quot; menu.</td>
</tr>
<tr>
<td>Test and Survey</td>
<td>All quizzes and surveys included in the course can be viewed.</td>
</tr>
<tr>
<td>Assignments and Evaluation</td>
<td>All learning elements that are graded, including assignments can be summarized and viewed.</td>
</tr>
<tr>
<td>Discussion</td>
<td>Discussions included in the course can be summarized and viewed.</td>
</tr>
<tr>
<td>Attendance / Learning Status</td>
<td>Detailed attendance status for all learning activities, such as videos, assignments, quizzes, discussions, etc. from the &quot;Lecture Contents&quot; menu can be checked.</td>
</tr>
<tr>
<td>Grades</td>
<td>Assignment submission can be checked, grades by items can be assigned, and overall grades calculated by evaluation percentage by assignment groups set in &quot;Assignments and Evaluation&quot; can be checked.</td>
</tr>
</tbody>
</table>
3. Watching Lecture Videos

1. Lecture video attendance acknowledgement period and basic information check
   - The attendance acknowledgement period, late attendance acknowledgement period, and available viewing period for starting the learning are displayed.

2. Playing the lecture video
   - Watch the video by clicking the play button in the center of the lecture video.

3. Refresh and confirm the progress check record and learning status information.
   - To confirm progress check and learning completion status, you can click the “Learning Status Check” button to refresh and confirm the learning progress status records.

4. Attendance status check
   - Videos applicable for the attendance check will have the additional display of Attendance Status”.
   - Attended: If over 95% has been watched during the attendance acknowledgement period, it is displayed as learning completed and “Attended”.
   - Absent: If learning acknowledgment percentage has not been fulfilled during the attendance / late attendance acknowledgement period, it is automatically displayed as “Absent” after the relevant period.
   - Pending: Attendance for an incomplete learning status is displayed as “Pending” before the closing date.
   - Late: If learning acknowledgment percentage has been fulfilled during the late attendance acknowledgement period, it is displayed as learning completed and “Late”.
   (If the professor did not set the late attendance acknowledgement period, it is processed as “Absent” after the attendance period is over.)

Notes
- The learning status check is refreshed every 2 to 5 minutes, and the refresh may be delayed slightly depending on the learning environment network conditions.
- The progress record is not transmitted more often because the “Learning Status Check” button is frequently clicked. The purpose is to be able to easily check the learning progress and completion status without having to exit the page or refresh it.
4. Attendance / Learning Status Check

➊ Attendance / Learning Status Check
• Learning / attendance status on lecture contents by week can be summarized and checked from the Attendance / Learning Status Check menu.

➋ Attendance Status Check
• If over 95% has been watched during the attendance acknowledgement period, it is displayed as "Attended".
• If lecture videos have not been watched during the attendance acknowledgement period, it is displayed as "Absent".

➌ Detailed History Check
• Detailed attendance history on each lecture video can be checked.
• Detailed records, such as device used to watch the videos, IP address, and start and end date, can be checked.
Online Course Attendance Information

- For all online courses, more than 95% of the lecture videos must be watched to be acknowledged as attended.

- **Online courses carried out during Weeks 1 to 4** can be attended until midnight on Sunday, April 5, 2020, and are **acknowledged as attended only if over 95% is watched**. (Starting from Week 5, online courses must be attended on the relevant week to be acknowledged as attended.)

<table>
<thead>
<tr>
<th>Week</th>
<th>Opening Date</th>
<th>Attendance Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>March 2\textsuperscript{nd}</td>
<td>23:59, April 5\textsuperscript{th}</td>
</tr>
<tr>
<td>Week 2</td>
<td>March 16\textsuperscript{th}</td>
<td>23:59, April 5\textsuperscript{th}</td>
</tr>
<tr>
<td>Week 3</td>
<td>March 23\textsuperscript{rd}</td>
<td>23:59, April 5\textsuperscript{th}</td>
</tr>
<tr>
<td>Week 4</td>
<td>March 30\textsuperscript{th}</td>
<td>23:59, April 5\textsuperscript{th}</td>
</tr>
</tbody>
</table>

- Therefore, even if you registered for a new course during the course registration change period of Week 3, the **online courses for Weeks 1 and 2** are uploaded on i-Campus, so please attend to receive attendance acknowledgement.
The Cisco WebEx – Real-time lecture platform is accessible anytime anywhere
Bidirectional communication between professors - students
Available in many devices such as PC and laptop (program / web version), smartphone and tablet (iOS, Android), etc.

### Notes

1. You must download the i-Campus mobile app to receive push messages for real-time lecture access information
   ![Search for Learning X Student](#) ➔ ![Download and login](#)
2. You must check for real-time lecture access information postings announced in Notices on the i-Campus
   ※ Please refer to i-Campus push alerts, notices, and test messages sent by professors for details, such as the real-time lecture schedule!

### Real-time lecture participation process

Step 1. Check for meeting information push messages or notices
Step 2. Check for the meeting number (9 numerical digits)
Step 3. Start and attend WebEx Meetings before the lecture starting time

### Preparations

1. For PCs and laptops, install a webcam or check if yours works properly.
2. Check if audio and video input and output are working properly.
3. Access in the environment where the internet connection is smooth to prevent getting disconnected.
4. When accessing using a laptop, tablet, or smartphone, check the battery life or power source.
5. Earphones or headsets are recommended instead of speakers to prevent the howling phenomenon.
6. Turn the Microphone OFF before participating in the lecture.
   Check for 🎤 (If you speak with the microphone ON, the screen will be switched to you.)
7. The Content sharing button ☑ should not be used unless requested by the professor.
2. WebEx Installation and Lectures

PC Version (Windows, Mac)

1. Click Use as a guest
   - Enter Name_student number (Mandatory) and email address
   - Continue as a guest
   - Enter the professor meeting number in the meeting information
   - Enter Name_student number (Mandatory) and email address
   - Participate in the meeting

   Microphone OFF, Video ON

Mobile Version (Android, iOS)

1. Search and install Cisco Webex Meetings
2. Click Participate in Meeting button
   - Enter Meeting Number
   - Enter Name_student number (Mandatory) and email address
   - Participate

   Microphone OFF, Video ON
How to Use Real-time Lecture System, WebEx

3. Access Screen and Functions (1/2)

- The screen will be simplified on the Initial Access Screen – PC – Tablet – Smartphone

1. Meeting Information
   - Basic information such as the name of the lecture and meeting number

2. Screen Display Change (PC)
   1) Watch video of the current speaker
   2) Current speaker and thumbnail video
   3) View grid
   4) View flowing list (full screen)

3. Button Bar
   - Audio and video ON (black) / OFF (red)
   - Share content [screen / documents / app / YouTube / Whiteboard]
   - Check for participants
   - Chat
   - Additional options
   - End meeting

*Sharable contents on Tablet and Smartphone*
  - Screen sharing
  - Whiteboard
  - Files with file name extensions of pptx, pdf, and txt from cloud
  - Photo sharing
  - Video sharing [sound included] is currently only available in PC version
3. Access Screen and Functions (2/2)

Share content (for PC, screen / documents / app / YouTube / Whiteboard)
- Display the highest resolution for shared content
- Better frame speed (lowering resolution)
- Allow computer audio (YouTube, etc.)

File sharing: Sharing documents, video files, etc.
Other applications: Sharing desktop app screen
New whiteboard: Able to save the content using the writing function

Check for participants
- Raising hand button. An alert window is sent to the professor when clicked
- Chat button. Chatting with an individual user

Additional options
- Write a simple memo and save during the lecture
- Participate in quiz during the lecture
  Participate in a quiz created by the professor

* Example of shared screen (web browser sharing)