

Special Standing Application and Registration Processes and Policies

Special standing students are classified as those students who wish to enroll in the SU School of Oriental Medicine (SU SOM) classes and who are non-degree seeking students. These students are allowed to enroll in courses that interest them as long as there is space available in the course and that their academic backgrounds meet course prerequisites.

Special Standing Application Process (입학 신청 과정)

The special standing application requirements and process are outlined below:

- 1. Application Form:** Student has to complete the Application for Students in Special Standing. An application fee is not required. (입학신청서 작성; 신청비 없음)
- 2. Transcripts:** The SU SOM must receive "official" transcripts to verify that applicants satisfy the entry requirements for the MSOM program and the course prerequisites for a particular course. (등록할 과목의 선행과목을 이수하였음을 확인하기 위해 성적증명서를 제출해야 함)

Applicants will be notified via email of their acceptance as Special Standing Students

Registration Process (등록 과정)

- 1. Enrollment Agreement:** Special Standing Students must complete Enrollment Agreement. (등록계약서 작성, 등록 계약서 상에 '특별학생 (Special Standing)'으로 표시할 것)
- 2. F-1 Student Enrollment Agreement:** A completed F-1 Student Enrollment Agreement form signed by the DSO of the student's current I-20 Issuing institution is required. (each semester) (F-1 학생은 일반 등록계약서 외에 F-1 학생용 등록 계약서를 추가로 제출해야 함. 학생이 추후에 다시 특별학생으로 등록하게 될 경우에 이 양식은 해당 학기에 다시 제출해야 함)
- 3. Course Registration:** Special Standing Students are able to register for courses in the Office of Admissions and Records the day before quarter courses begin. The student should complete the Course Registration form. (수강신청서 제출해야 함)
- 4. Tuition and Fees:** After a student registers for the desired courses, payment for the course work will be made at the Office of Business Affairs. All fees must be paid in full on the day of registration. (일시불)
- 5. Financial Aid:** No scholarships and other financial assistance program are available to students in special standing. (장학금 또는 수업료 보조 없음)
- 6. Enrollment in Future Terms:** Individuals who have previously enrolled as special-standing students in the SOM may wish to take classes during subsequent quarters. Once a special-standing student has submitted Enrollment Agreement, the student's special-standing file for the enrollment agreement will be automatically reactivated for the quarter he or she wishes to enroll. However, they must submit Course Registration form for an applicable quarter and proceed accordingly. (이전에 특별 학생으로 등록계약서를 제출한 적 있으면 추후 등록시 이 등록계약서를 제출할 필요없음. 단, 수강신청서는 해당 학기마다 제출해야 함)