

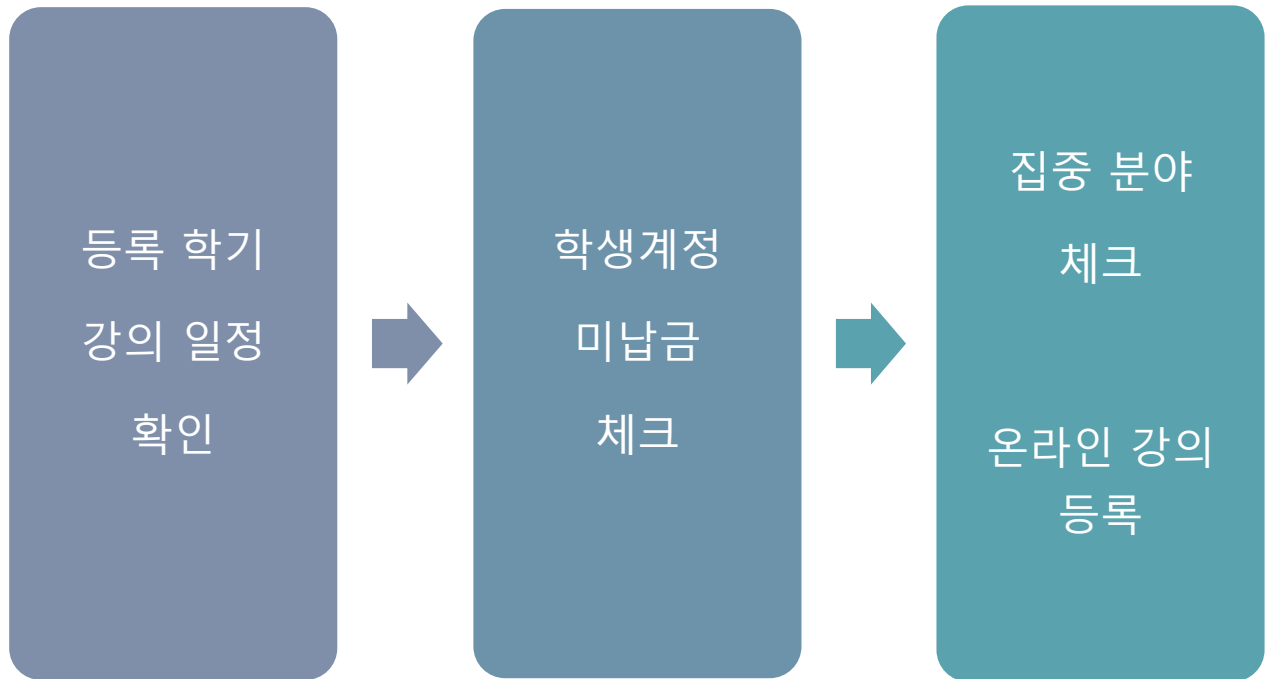


강의  
예과  
인문  
특수  
프로그램

# REGISTER FOR CLASSES



## 수업 등록 순서



### 강의 일정 확인

강의 일정 확인 방법

- 1) Advisor 이메일 안내
- 2) KDMin 재학생  
홈페이지  
kadmin.fuller.edu

### 전학기 미납금 확인

(기숙사 렌트비 포함)

풀러 학생 계정  
(어카운트)에서  
미납금 확인 및 결재  
Fuller.edu/students

### 등록 및 결재 완료

등록 메뉴얼을  
참고하여 등록 완료  
  
등록 후 Advisor 에게  
등록 확인

KDMin 은 집중분야  
체크 후 등록

기타 문의 - 이지형 목사 / kadmin@fuller.edu / 626.584.5651

## 1. 풀러 학생 웹사이트 접속 (fuller.edu/students)

### 1) REGISTER FOR CLASSES 로 접속

**CANVAS**

**FULLER MAIL**

**LIBRARY**

**THE QUAD**

**REGISTER FOR CLASSES**

**MAKE A PAYMENT**

**CHECK YOUR GRADES**

**MY STUDENT INFO**

**STUDENT SERVICES AND RESOURCES**

This is your gateway to student services and resources. Here you can register grades, find important information from the Registrar's office and Student access other important information.

Having trouble finding what you need?

**Chat with the Welcome Center and Student Service Desk now.**

**My Student Info** is the place to update your personal info, transcripts, view holds for classes, and more (Click on the icon to the right)

### 2) Username/Password: 풀러 ID 와 비밀번호를 입력하고 Log In 을 누릅니다

**FULLER ID**

Username:

Password:

**Log In**

Lost or forgot your password? [reset password](#)

New student or alumni? [claim account](#)

**THE FULLER ID**

is your key to every system you will need as a student and a lot more.

Registration, Payments, your Fuller Google Email, docs & drive, moodle, the Quad and Library access with one username and password - with more systems coming.

Tweets by FullerQuad

## 2. Registration Menu 등록 메뉴

Personal Information **Student** Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Registration Menu

TO: View the published schedule of classes in a new window, [click HERE](#). TO: View the Registration, drop, & refund calendars in a new window, [click HERE](#).

**TO REGISTER, go step by step through the menu below. You can return and use individual options at any time.**  
**PLEASE NOTE: Make sure that you click SUBMIT CHANGES on any page on which it occurs to make sure that your changes are saved.**  
**Please take a few minutes to go to item 9 in the menu below and check the information listed there to see if anything needs to be updated.**

**AUDITS, NOT ONLINE, PAPER ONLY.** Unfortunately, due to technical limitations, it is NOT possible TO register for audits through online registration. To audit a class, you will Office website.

- **Step 1: CHECK YOUR REGISTRATION STATUS**  
Check your holds, registration time, overrides, etc.
- **Step 2: REGISTER FOR CLASSES**  
Register for classes, or modify your current class schedule or options.
- **Step 3: VIEW YOUR SCHEDULE DETAIL**  
View your schedule, including registration and grading status, faculty, classroom, etc.
- **Step 4: ENROLL OR WAIVE HEALTH INSURANCE**  
Create a valid insurance waiver or purchase health insurance for you and your family. **Insurance requirements have changed!** See the [Student Health Insurance website](#).
- **Step 5: DONATE TO ASC STUDENT SCHOLARSHIPS**  
Contribute to various student scholarships sponsored by the All Seminary Council.
- **Step 6: PURCHASE A PARKING PERMIT**  
For those taking classes at the Pasadena campus, purchase a parking permit online.
- **Step 7: CALCULATE BALANCE DUE**  
See the amount currently due, including any estimated financial aid disbursements, and your available payment options.
- **Step 8: PAY ONLINE - STUDENT ACCOUNT CENTER**  
See your new charges and balance, make a payment, set up a payment plan
- **Step 9: UPDATE ETHNICITY AND RACE, ADDRESS(ES), TELEPHONE NUMBER(S), AND EMAIL ADDRESS(ES)**  
Go to the Personal Information Menu to update your race and ethnicity self-identification, and to view the address, telephone number, and email address information we have on file and update if necessary

RELEASE: 8.8.2

### 1) Step 1: CHECK YOUR RESIGTRATION STATUS (등록 상황 확인)

- a. 등록 가능 - 'You have no Holds which prevent registration' 표시
- b. 등록 불가 - Hold 표시 (담당 Advisor 에게 연락할 것)

### 2) Step 2: REGISTER FOR CLASSES (강의 등록)

#### a. 강의 등록

- 강의 일정표의 해당 강의 CRN 번호 확인
- KDMIN 의 Catalog Number (수업 고유 번호)는 700 Level (MAICS - 500 level)
- 카탈로그 넘버 옆 5 자리 숫자가 CRN [예 - DM745 는 48438, MM506 은 48394]

Fall 2020		9/28 - 12/11			
Date	Con	Cat#	CRN	Seminar	Faculty
9/28(M)-10/2(F)	Core	DM745	48438	KDMin 오리엔테이션 KDMin Orientation	조익완 교수 Euiwan Cho
10/12(M)-10/30(F)	Core	DM748	48439	KDMin 졸업논문 워크샵 Final Project Research Methods and Proposal	신웅길 교수 W. Gil Shin
9/28(M)-10/2(F)	Con4	MM506 MK709	48394 48395	선교의 미래: 광장의 증거자들 Missions of Future: Witnesses in Public Arena	조샘 교수 Sam Cho

- ## Register, Add, or Drop Classes

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY** before continuing, so you will be aware of how to use the options on this page.


- SOP STUDENTS registering for Practicum 1, Practicum 2, Preinternship, Clerkship, or Internship:** Make sure that you are using the correct CRN to register for the appropriate number of units possible. If this is not what you need, you will need to select the correct number of units, after you are registered, and then submit this change. Check your Schedule Detail (for units).

- 클릭하면 아래와 같은 강의 등록 현황(Current Schedule) 생성
- 모든 수업은 기본적으로 **4 학점** 세팅 (DM745, 논문 워크숍, 논문 등록 제외)


Total Credit Hours: 4.000  
Billing Hours: 4.000  
Minimum Hours: 0.000  
Maximum Hours: 16.000  
Date: Nov 18, 2019 04:43 pm

- 5

Personal Information **Student** Financial Aid

Search  Go  [GO TO REGISTRATION MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)


**Change Class Options:**

 If you have selected a class which has multiple grading options, such as graded or pass/fail, or different units for which you can register, and you would like to change any of these Do NOT use to select AUDIT.

- **Change Grade Mode.** If you have registered for a class that has multiple grading options and you want to select a different grade mode, you may select another option from your curriculum before making such changes. **You are fully responsible for every registration transaction you make or request.** If no pull-down list exists, then you may select the appropriate grade mode.
  - If the class is an 11-week class and it is after the end of the day Friday of the first week in the quarter, it is too late to make this change.
  - If the class is an intensive and the deadline to make such a change has not passed (see [www.fuller.edu/registrar/calendar2.asp](http://www.fuller.edu/registrar/calendar2.asp) for deadlines), [click here](#) to send an email to the Registrar.
- **Change Units (Credit Hours).** If you have registered for a course that has variable units, and you want to select a different unit value, you can change the units within the Friday of the first week of the quarter.

Click **Submit Changes** when all changes are complete.

To return to the Registration Form, click **[RETURN TO REGISTRATION FORM]** at the bottom of the page. **DO NOT** click [Return to Previous]. If you have no more classes to add, click **[RETURN TO REGISTRATION MENU]**.


**Preaching as Theol Reflex Prax**  
**Course:** 17269 PR 745 0  
**Credit Hours (4.000 or 8.000):** 8.000  
**Grade Mode:** Graded   
**Course Level:** Graduate Classes

- 녹색 박스 안에 있는 4.000 학점을 8.000 학점으로 변경 후 Submit Changes 클릭하면 등록 완료

## b. 등록 (수강) 취소

- 처음 Registration Menu 에서 Step2: Register for Classes 접속
- 강의 등록 학기 선택 (DIS 선택하지 말 것, 아래 그림이 나옴)
- 강의 등록 현황(Current Schedule)에서 아래 부분 Status 란 오른쪽 'Action' 버튼을 누르고 **Dropped 로 변경** 후 Submit Changes 클릭
- 강의 등록을 취소하고, 다시 동일한 강의를 등록할 경우 온라인으로 재등록 불가 (어드바이저에게 연락할 것)

### Current Schedule

Status	None	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Nov 18, 2019		17269 PR	745	0		Graduate Classes	8.000	Graded	Preaching as Theol Reflex Prax
Total Credit Hours: 8.000									
Billing Hours: 8.000									
Minimum Hours: 0.000									
Maximum Hours: 16.000									
Date: Nov 19, 2019 10:56 am									

### Add Classes Worksheet

**CRNs**

### 3) Step 3: VIEW YOUR SCHEDULE DETAIL (등록 강의 세부사항 확인)

- Select Term: 해당 학기 클릭(DIS 선택하지 말 것) > Submit
- 등록된 강의 세부사항을 아래와 같이 확인 가능
- [주의] 등록 원하는 학점을 반드시 확인할 것!!! (4 학점, 8 학점 / 아래 박스 참조)**

Personal Information **Student** Financial Aid

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term

**IMPORTANT NOTE: Do not select a term that has DIS in the description unless you are DIS student. Select only terms with short labels, such as Fall 2019, Winter 2020, Spring 2020, Summer 2020, etc.**

Select a Term

- Orientation 2020
- Winter 2020 DIS
- Winter 2020**
- Fall 2019 DIS
- Fall 2019

Submit

RELEASE: 8.7.

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Personal Information **Student** Financial Aid

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HE](#)

Student Detail Schedule:

NOTE: Classroom assignments, if shown, may change just before classes start and even during the first week of classes. Check here at the last possible moment before.

Note: An R in the DAYS column means Thursday

Total Credit Hours: 8.000

**Preaching as Theol Reflex Prax - PR 745 - 0**

Associated Term: Winter 2020

CRN: 17269

Status: Registered on Nov 18, 2019

Assigned Instructor: Ahmi Lee, SOT KDMIN Faculty Assistant

Grade Mode: **Graded**

Credits: **8.000**

Level: Graduate Class

Campus: DMin Pasadena

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 5:00 pm	MTWRF	DMin Building SR	Feb 17, 2020 - Feb 21, 2020	KDMin/KDMiss Seminar	Ahmi Lee (P), SOT KDMIN Faculty Assistant

### 4) Step 4: ENROLL OR WAIVE HEALTH INSURANCE (학생보험 등록 혹은 면제신청)

- 모든 유학생(F1 Visa/I-20 소지자)은 매 학기(방학 포함) 학생 보험 필수 등록
- 수업 등록할 때 Step 4 를 통해 등록 완료할 것
- 영주권/시민권자도 신청 가능 (입학시 소지한 보험을 학교에 제출, 면제신청할 것)

### 5) Step 5: DONATE TO ASC STUDENT SCHOLARSHIPS (장학금 기부)

- 풀러신학대학원에 기부하기 (옵션)

### 6) Step 6: PURCHASE A PARKING PERMIT (학생 주차 티켓 구입)

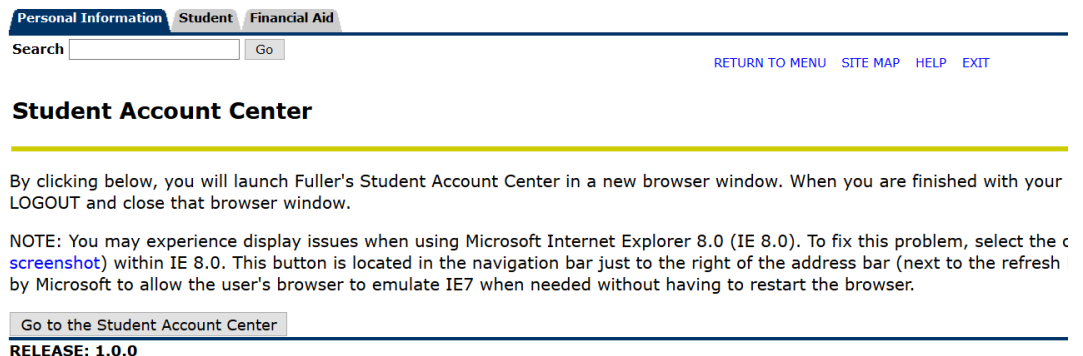
- 학생 주차 티켓 구입 페이지로 이동

### 7) Step 7: CALCULATE BALANCE DUE (결제 금액 확인)

- Your total charges are \$\_\_\_\_ : 내야 할 금액 확인 가능

### 8) Step 8: PAY ONLINE – STUDENT ACCOUNT CENTER (등록금 납부하기)

A 등록금 납부 페이지 이동 - Go to the Student Account Center 를 클릭



Personal Information Student Financial Aid


Search  Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Student Account Center

By clicking below, you will launch Fuller's Student Account Center in a new browser window. When you are finished with your LOGOUT and close that browser window.

NOTE: You may experience display issues when using Microsoft Internet Explorer 8.0 (IE 8.0). To fix this problem, select the [screenshot](#) within IE 8.0. This button is located in the navigation bar just to the right of the address bar (next to the refresh button) to allow the user's browser to emulate IE7 when needed without having to restart the browser.

 [Go to the Student Account Center](#)

RELEASE: 1.0.0

B 새로운 창으로 이동 - 학생 계좌 (어카운트)

- 분할 납부를 원하면 아래 그림에서 [Payment Plans](#) 클릭
- 분할 납부 옵션이 나오면 학생에게 맞는 결재 날짜 선택
- F1 비자 소지 학생들도 분할 납부 옵션을 선택할 수 있으나 다음 학기 등록시 분할 납부 설정과 상관없이 모든 미납금을 결재해야 함
- 영주권자/시민권자도 다음 학기 등록을 원할 경우 분할 납부 설정과 상관없이 모든 미납금을 결재해야 함
- 분할 납부 수수료 \$40



결제 분할납부 환불 기타도움

My Account Make Payment Payment Plans Refunds Help

**Announcement**

**Welcome to the Student Account Center**  
Here you can see your student account balance, make payments by credit card or electronic check, sign up for payment plans and e-refunds, and see your monthly student account statements.

**\*\*Debit cards with the MasterCard or Visa logo are accepted for online student account payments for tuition and fees. IMPORTANT - When making a payment select the "Debit Card" option to avoid processing your debit card as a credit card and being charged the PayPath credit card service fee. Thank you. \*\***

**Student Account** ID: xxxxx9500  
Balance \$0.00  
View Activity Make Payment

**Statements**  
Your latest eBill Statement (8/31/15) Statement : \$0.00 View Statements  
Your latest 1098-T Tax statement 2013 1098-T Statement View Statements

**My Profile Setup**

- Authorized Users 사용자설정
- Personal Profile 개인정보
- Payment Profile 결제방법
- Consents and Agreements 계좌사용동의
- Electronic Refunds 환불설정

C 주황색 박스의 Make Payment 클릭

My Account Make Payment Payment Plans Refunds Help

**Announcement**

**Welcome to the Student Account Center**  
Here you can see your student account balance, make payments by credit card or electronic check, sign up for payment plans and e-refunds, and see your monthly student account statements.

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**Student Account** ID: xxxxx9500  
Balance \$0.00  
View Activity Make Payment

**Statements**  
Your latest eBill Statement (8/31/15) Statement : \$0.00 View Statements  
Your latest 1098-T Tax statement 2013 1098-T Statement View Statements

**My Profile Setup**

- Authorized Users
- Personal Profile
- Payment Profile
- Consents and Agreements
- Electronic Refunds

D 빨간색 화살표가 가리키는 박스에 결제할 금액을 쓰고 Continue 클릭

My Account Make Payment Payment Plans Refunds Help My f

**Account Payment**

Amount Method Confirmation Receipt

Payment Date 11/19/19

Current account balance \$0.00

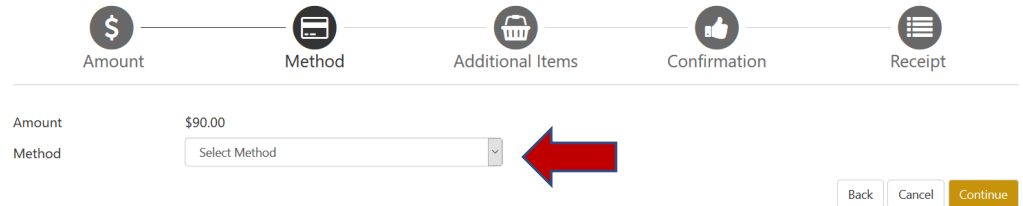
Memo

Payment Total: \$0.00

Continue

E 아래 그림 Method 란 결제 방법 선택(Select Method) 클릭

### Account Payment



Amount \$90.00

Method

Back Cancel Continue

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

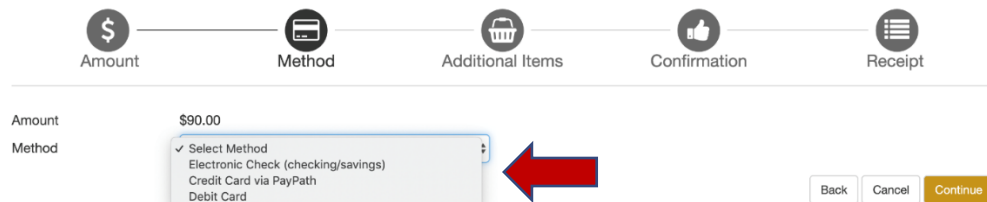
**Electronic Check** - Payments can be made from a personal checking or savings account.

**Debit Card** - We accept the following debit cards.

F 아래 그림과 같은 결제 옵션이 나오면 결제 방법을 선택한 후 Continue 를 눌러 결제 완료

My Account Make Payment Payment Plans Refunds Help My Profile

### Account Payment



Amount \$90.00

Method

Back Cancel Continue

\*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

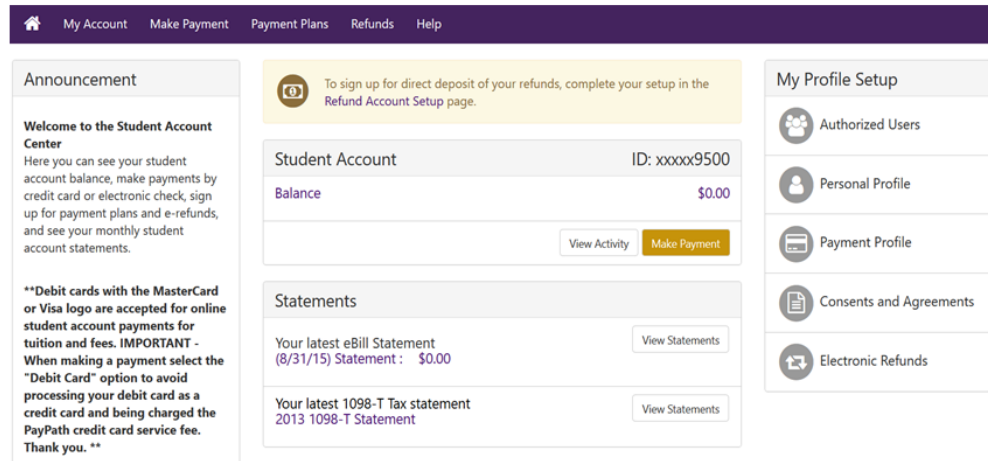
**Debit Card** - We accept the following debit cards.

#### ● 결제 방법 설명

- Electronic Check: 미국 은행 수표(체크) 결제 (수수료 없음)
- Credit Card via PayPath: 신용카드 결제 (수수료 - 전체 결제 금액의 2.85%)
- Debit Card: 미국 은행 데빗 카드 결제 (수수료 없음)
- 한국 은행 카드 사용 불가 (신용카드는 사용 가능)

## G 학생 어카운트 잔액 환불 설정

결제 분할납부 환불 기타도움



The screenshot shows the 'My Account' page of the Fuller Student Account Center. It includes a navigation bar with links like 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The main content area is divided into three sections: 'Announcement' with a welcome message and debit card instructions, 'Student Account' showing a balance of \$0.00 and links for 'View Activity' and 'Make Payment', and 'Statements' with links for 'View Statements' for the latest eBill and 1098-T tax statements. On the right, a 'My Profile Setup' sidebar lists options like 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Consents and Agreements', and 'Electronic Refunds'.

사용자설정  
개인정보  
결제방법  
계좌사용동의  
환불설정

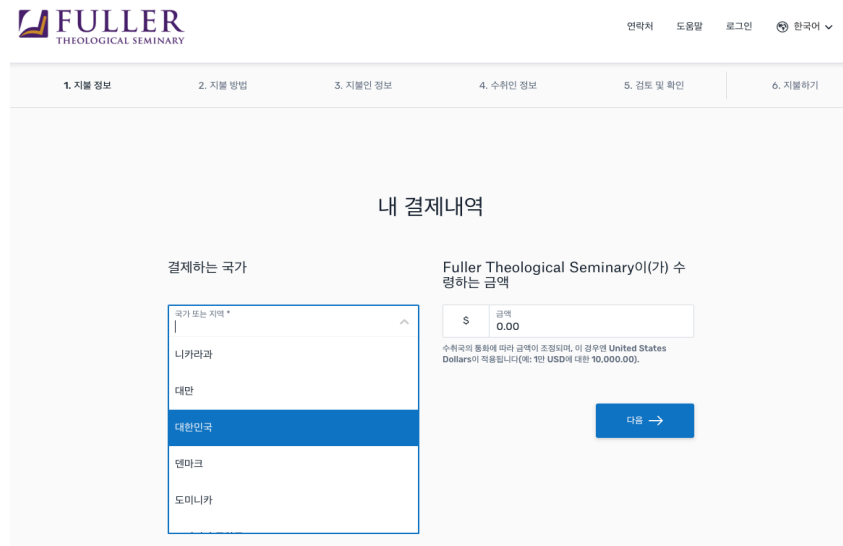
- 위 그림에서 환불(Refunds) 클릭
- 은행 계좌 정보 입력 및 저장
- 미국 Business day 로 약 7 일 후 은행으로 환불 (한국 은행으로 환불 불가)
- 환불하지 않는 경우 잔액은 학생계좌에 남아 추후 사용 가능

## H 국제 송금 (Flywire 사용을 통한 계좌 이체 결제 방법)

- 미국이 아닌 타국에서 아래 링크 사용하여 송금

[www.fuller.edu/offices/sfs/international-money-transfer](http://www.fuller.edu/offices/sfs/international-money-transfer)

### i. 결제국가 및 수령금액 입력 후 다음 버튼 클릭




The screenshot shows the '내 결제내역' (My Payment History) page on the Fuller Theological Seminary website. It features a progress bar at the top with steps 1 through 6. The main content area is titled '결제하는 국가' (Country to be paid) and 'Fuller Theological Seminary이(가) 수령하는 금액' (Amount received by Fuller Theological Seminary). A dropdown menu for '국가 또는 지역' (Country or region) is open, showing options like '니카라과', '대만', '대한민국' (selected), '덴마크', and '도미니카'. To the right, there is a field for '금액' (Amount) set to '\$ 0.00'. A '다음' (Next) button is visible at the bottom right.

## ii. 지불수단 선택 (무통장입금, 신용카드 Discovery, JCB, Visa)


1. 지불 정보
2. 지불 방법
3. 지불인 정보
4. 수취인 정보
5. 검토 및 확인
6. 지불하기

지불수단 선택


한국 원화로 국내 은행 송금  
₩84,000.00


선택

자세한 정보


JCB 신용카드(KRW)  
₩87,000.00


선택

자세한 정보


한국 원화(KRW)로 한 신용카드 결제 찾기  
₩87,000.00

선택

자세한 정보


Debit/Credit Card in KRW  
₩87,000.00

선택

자세한 정보

## iii. 지불인 정보 입력

1. 지불 정보
2. 지불 방법
3. 지불인 정보
4. 수취인 정보
5. 검토 및 확인
6. 지불하기

지불인 정보

(\*) 필수입력 항목

이메일 \*
이름 \*

중간 이름
성 \*

주소 1 \*
주소 2

도시 \*
주/지방/지역

우편번호
+ 82
전화번호 \*

☐ 지불 상태를 문자 알림으로 받으세요.

☐ Flywire 이용 약관 및 개인정보 보호 정책을 읽고 이해했으며 동의합니다.

← 이전

다음 →

iv. 수취인 정보 입력 (학생번호, 학생이메일주소를 반드시 알아야 합니다)

Fuller Theological Seminary 정보

(\*) 필수입력 항목

연락처 정보

본 양식을 작성한 사람: \* ▼

필수항목

지불 정보

지불 유형 \* ▼      기타 사항일 경우, 구체적으로 명시해 주세요:

학생 정보

학생증 번호 \*       이름 \*

중간 이름       성 \*

생년월일 \*  白      학생 이메일 주소 \*

수강 프로그램 \* ▼

← 이전
1 오류

v. 결제 정보 검토 및 확인: 최종 확인

THEOLOGICAL SEMINARY

1. 지불 정보
2. 지불 방법
3. 지불인 정보
4. 수취인 정보
5. 검토 및 확인
6. 지불하기

결제 정보 검토 및 확인

결제 정보	송금액 <b>₩84,000.00</b>  국가 또는 지역 대한민국	Fuller Theological Seminary이 (가) 수령하는 금액 <b>\$70.00</b>
결제 수단	선택하신 항목 한국 원화로 국내 은행 송금	
지불인 정보	이름 <b>Soona</b>  성 <b>Khim</b>  주소 2 -	중간 이름 -  주소 1 <b>135 N. Oakland Ave.</b>  도시 <b>Pasadena</b>

- vi. 지불하기: 선택한 지불수단으로 지불 (완료 후 학교 계정 송금까지 Business day 3~5 일 소요)

The screenshot shows the '6. 지불하기' (Pay) step of the payment process. At the top, there's a progress bar with steps 1 through 6. Step 6 is highlighted. Below the progress bar, a yellow banner states: '아래 단계를 따라 2019년 11월 22일까지 \$70.00(USD) 결제하지 않으면 기료가 자동으로 취소됩니다.' (If you do not complete the payment of \$70.00 (USD) by November 22, 2019, the bill will be automatically canceled.)

The main content area shows the payment status: '상태 ● 지불 대기 중' (Status ● Waiting for payment) and '지불 ID FUL874275983'. Below this, a progress bar shows the payment amount: 'Flywire로 금액 송금 ₩84,000.00' and 'Fuller Theological Seminary 수령 \$70.00'. A message box says: 'Flywire가 대금을 기다리고 있습니다.' (Flywire is waiting for the payment.)

Below the progress bar, there's a section titled '결제할 안건' (Payment item) with a description: '결제를 완료하려면 Flywire로 대금을 송금하셔야 합니다. 제공된 안내문의 단계를 참고하여 은행에서 대금을 송금하세요.' (To complete the payment, you must send the payment to Flywire. Refer to the provided instructions to send the payment from the bank.) There's a '자세한 정보' (More info) link.

On the right side, there's a section titled '이 지불 내역을 Flywire 계정에 추가하세요.' (Add this payment record to your Flywire account.) with a '지불 내역 추가' (Add payment record) button.

Below the '결제할 안건' section, there's a section titled '1 Flywire로 계좌이체하기' (1 Transfer to Flywire). It says: '아래의 지불 안내문을 참고하여 저희에게 대금을 송금해주세요. 저희가 대금을 수령하기까지 영업일 기준 2~3일이 소요됩니다.' (Please send the payment to us according to the payment instructions below. It will take 2-3 business days for us to receive the payment.)

At the bottom, there's a table showing the payment amount: '지불할 금액 ₩84,000.00'.

## 9) Step 9: UPDATE ETHNCITY AND RACE, ADDRESS(ES), TELEPHONE NUMBER(S), AND EMAIL ADDRESS(ES)

- 인종, 주소, 전화번호, 이메일 등 개인정보 업데이트