

HANDBOOK

1. Blue Book: Introduction

2. Department of Library and Information Science

1) Introduction

2) Brief Department History

3) Characteristics

4) Contact

Library and Information Science
College of Social Sciences
Keimyung University
Daegu, South Korea



1. Blue Book: Introduction

This handbook covers academic information, administrative procedures, code of conduct for students and basic regulations from which you are advised necessarily as a student of the Department of Library and Information Science.

2. The Department of Library and information Sciences

1) Introduction

Due to the fast changing environment, Library and Information Science has undergone a rapid transformation in recent decades. The modern information society demands highly specialized professionals who can process, utilize and manage a vast amount of information. The Depart of Library and Information Science (LIS) at Keimyung University strive to equip students with skills that the modern information-based society demands. Our faculty members are highly recognized in Korea and have achieved excellence in teaching and scholarship. Students majoring in LIS can specialize in various LIS subject areas including Information Communication Technologies/IT, information literacy, and information services. Our programs train the next generation information specialists who can work in any type of industries that require utilization and management of various types of information.

2) Brief Department History

Mar., 1980: Established a new Department of Library Science within the College of Liberal Arts

Mar., 1989: Started the Master's of Arts Degree Program established in the Department

Mar., 2000: Established a Ph.D. program in the Graduate School

3) Characteristics

- Operating School of Library and Information Sciences for Re-educating librarians who practice (Only among 3 Universities in Korea)
- Students can obtain the 2nd Level Librarian (정사서) Certification upon Completion of Undergraduate Program.
- Students can complete Education Related Courses and Obtain the Teacher Librarian Certificate Upon Graduation
- Completed a Brain Korea 21 Program for Leading Universities Students (BK21 PLUS) project (2014~2016) : Completed a Creative Korea (CK-1) project
- Currently operating in-University Specialty Project (Annual Budget of 3,500 Man Won)

3) Contact

-Department of Library and Information Science
<http://lis.kmu.ac.kr>

- ▶ Department of Library and Information Science: #Social Sciences Building
☎ 053-580-5414
- ▶ Administration Office of College of Social Sciences
☎ 053-580-580-5472

3. Degree Guide

- 1) Credit System
- 2) Curriculum: Library and Information Science
 - 3) Attendance
 - 4) Graduation Requirements
 - 5) Course Pack
 - 6) Course Registration
 - 7) Credit Evaluation
 - 8) Grade Appeals
 - 9) Leave and Return
 - 10) Failure and Expulsion
 - 11) Issuance of Certificate

3. Degree Guide

3.1) Credit System

Course Division	Course Type	Credit Hours Required	Credits Per Course	Courses	Year of Study
Liberal Studies	General Education Requirement	15	0-3 credits	Chapel(1), Chapel(2) - (0 credit) Designing University Life and Career (1 credit), Basic Writing (3 credits) Liberal Arts Seminar (3 credits), (Understanding of Christianity) (2 credits) Keimyung Spirit: Servant Leadership and Social Service (1 credit), Communication English (2 credits) Academic English (2 credit), Global Citizenship (1 credit)	1 st Year
	Balanced Liberal Studies	15	3 credits	*Philosophy and History, Society and Culture, Science and Technology, Literature and Art, Global Leadership, Career Exploration / Personal Development <i>Five disciplinary areas with courses need to be selected.</i>	1-4 Years
	General Education Electives	0 or more	3 credits	*Introduction to Life Long Education, Military Science, Foreign Exchange Students, Virtual Classes, General Languages, Informatinalization, Interdisciplinary, Start-Up Courses, etc.	2-4 years
Major	Major Electives	A minimum total 54 credit hours from LIS. Including credit hours from other majors, a total of 69 credit hours must be obtained.			1-4 Years
For Teaching Profession		22	Required If Applicable		
Total Credits Required for Graduation		130	Common Liberal Studies 15 credits + Integrated Liberal Studies 15 credits + Major Basics, 30 credit+ Major Requirements 69 credits		

Credits are set for each course. If you do not reach a certain grade, you are disqualified, and the course will not be credited.

- ▶ P (pass) Credits: There are no credits for chapels and graduation thesis, but you must pass (P credit) to graduate.
- ▶ 1 credit: 1 hour of theoretical week or 2 hours of experiment, practice, or practical course per week during the first semester (16 weeks).
- ▶ 2 credits: 2 hours of theory class per week or 4 hours of experimental, practice, or practical course per week during the first semester (16 weeks).

(However, in the case of the Department of Arts and Physical Education, 3 hours of practical training per week and 2 credits of practical training may be given.)

▶ 3 credits: 3 hours of theory class per week or 6 hours of experiment, practice, or practical course per week during the first semester (16 weeks).

(However, in the case of the Department of Arts and Physical Education, 4 hours of practical work per week and practical courses may be taken as 3 credits.)

3.2) Curriculum: Library and Information Science

Years	1 st Semester		2 nd Semester	
	Subject	Credits	Subject	Credits
Year 1	INTRODUCTION TO LIBRARY & INFORMATION SCIENCE	3	HISTORY OF LIBRARIES	3
Year 2	INFORMATION SYSTEM INTRODUCTION TO INFORMATION SOURCES LIBRARY CLASSIFICATION PRACTICE OF CHILDREN'S LIBRARIANSHIP INTRODUCTION TO WEB INFORMATION TECHNOLOGY	3	UNDERSTANDING CLASSIFICATION SCHEMES THEORY OF DIGITAL LIBRARY INFORMATION SERVICE CHILDREN'S AND YOUNG ADULT'S LITERATURE BUILDING INTERNET SERVICES CATALOGING	3
	INFORMATION COMMUNICATION TECHNOLOGIES			3
Year 3	INFORMATION RETRIEVAL DATABASE SYSTEM INTRODUCTION TO LIBRARY AND INFORMATION CENTER MANAGEMENT UNDERSTANDING CATALOGING RULES COLLECTION MANAGEMENT SCHOOL LIBRARY MEDIA CENTER	3	PUBLIC LIBRARY MANAGEMENT INFORMATION PROCESSING READING GUIDANCE RESOURCES IN SCIENCE AND TECHNOLOGY BUILDING DIGITAL CONTENTS PUBLISHING AND COPYRIGHT SPECIAL MATERIALS DATABASE DESIGN DISCIPLINE-SPECIFIC ACADEMIC WRITING(DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE) UBIQUITOUS LIBRARY AND BIG DATA	3
	TEXT PROCESSING			3
Year 4	RESEARCH METHODS FOR LIBRARIES AND INFORMATION CENTERS SPECIAL LIBRARIES ELECTRONIC LIBRARY MANAGEMENT PRACTICE OF INFORMATION PROGRAMMING] SPECIAL TOPICS N LIBRARY AND INFORMATION SCIENCE	3	ACADEMIC AND UNIVERSITY LIBRARY MANAGEMENT HUMAN INFORMATION BEHAVIOR LIBRARIES AND SOCIETY LIBRARY AND INFORMATION PRACTICE IN CATALOGING & CLASSIFICATION	3
	WEB PROGRAMMING(영어강의)			3
Year 1-4	LIBRARY & INFORMATION SCIENCE INTERNSHIP			15
	LIBRARY & INFORMATION SCIENCE PROJECT			2
	INTERNSHIP(1)			3
	INTERNSHIP(2)			3
	STARTUP FIELD TRAINING(1)			3
	STARTUP FIELD TRAINING(2)			3
	LONG-TERM STARTUP FIELD TRAINING			15
STEP BY STEP CAREER DEVELOPMENT			1	
FIELD PLACEMENT(1)			3	
FIELD PLACEMENT(2)			3	

	FIELD PLACEMENT(3)	3
	FULL-SEMESTER FIELD PLACEMENT	15
Non-LIS Courses Counted as a LIS Major Course	SERVICE MANAGEMENT	3
	DATA STRUCTURES	
	LAW OF INTELLECTUAL PROPERTY	


3.3) Attendance

Students who fail to attend a minimum of two-thirds of the grand total lecture hours will receive an 'F' grade for a particular course.

3.4) Requirements for Graduation

Completing one English lecture in any major subject or scoring 450 or higher on TOEIC

3.5) Course Package

 **Application for Course Package**

EDWARD System → Academic Administration → Lecture → Course Registration Manager → Application for Course Package

Course Package is the system where you can store your intended subjects prior to actual course registration like 'shopping cart'. There is a certain period where you can apply for the Course Package. This typically takes place before the date of course registration.

3.6) Course Registration

① Within the period of course registration
"http://sugang.kmu.ac.kr"
Log in (first-come-first-served basis)

② Website for course registration:
EDWARD portal on the left of Keimyung university main website
(http://portal.kmu.ac.kr)

③ How to check course registration details
EDWARD System → Academic Administration → Lecture
→ Course Registration Manager → Check Course Registration

④ How to check lecture schedule
EDWARD System → Academic Administration → Lecture
→ Course Registration Manager → Check Lecture Schedule

▶ For information on changing lecture schedule, please visit "EDWARD System → Academic Administration → Lecture → Course Registration Manager → **Check Change of Lecture Schedule**" and fill up the relevant form and submit to the administration office within the period of additional registration.

3.7) Grade Evaluation


Grade Evaluation (General)

- ▶ Attendance: 10-20%
- ▶ Assignment, Presentation: 20-30%
- ▶ Examination: 50-70%
- ▶ Any grade of experiment, practice, practical work and other special subject equivalent can be evaluated separately.


3.8) Grade Appeals

- ▶ Call the Academic Affairs Team (580 - 6066)
- ▶ #104 on 1st floor, Main Building in Seongsoo Campus Contact your professor personally via telephone or email during the period of grade appeals in each semester
- ▶ Change of grade is not normally expected unless there is an error in marking by your professor.

3.9) Leave and Return

 **Application for Leave of Absence**

EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Register Change (Leave of Absence)

 **Application for Return to School**

EDWARD System → Academic Administration → School Register → Register Change Manager → Apply for Register Change (Return to School)

3.10) Failure and Expulsion

- ▶ Academic Probation: A student holding a 1.50 GPA for a semester of the year concerned, but excluding final semester
- ▶ Expulsion due to Academic Probation: A student receiving academic probation for 3 consecutive semesters
- ▶ A student being regarded as being beyond hope of academic achievement due to disease
- ▶ A student not having registered or not having submitted the application for extension of leave of absence within the time specified after leave of absence
- ▶ A student entering another university
- ▶ A student not having registered within the time specified
- ▶ A student being subject to expulsion due to academic probation
- ▶ A student being subject to expulsion due to disciplinary action

3.11) Issuance of Certificate

- ▶ Issuance on Visit
Certificates are issued at the administration team of each college or at the Certificate Issuance Center on the 1st floor of the main building.
- ▶ Automatic Issuer
In front of the postoffice in Bauer Hall and on the 1st floor of Dongsan Library
- ▶ Other
Issuance by fax or via online

4. Study Guide

1) Student Counseling

2) Career Program

3) Confirmation of Employment and Acknowledgement of Attendance of Early Employment

4) Volunteering Scholarship

5) Compass K

6) Health and Counseling

7) College Student Council


8) Department Student Council (Student Council)

9) Orientation for Freshmen

4. Study Guide

4.1) Student Counseling

A. Application procedure

 **To Ask for Counseling:**

EDWARD System → Academic Administration
→ Counseling → Integrated Application for Counseling

Academic Advisor: EDWARD System → Academic Administration → Basic Register Manager → Personal Information → Academic Advisor can be checked.

B. Academic Difficulties

Receive help from your academic advisor through counseling or visiting the Student Counseling Center

▶ Student Counseling Center

-General counseling for students

-Office administration, conducting aptitude test for freshmen

-Counseling for sexual harassment

C. Counseling : Study, worry, employment

- Academic Counseling ☎ 580-6300

- Psychological Test ☎ 580-5745

- Counseling for Individual/Group ☎ 580-5743

- Educational Support ☎ 580-5744

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

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

4.2) Career Program

▶ After graduation, we systematically operate a variety of programs for successful employment that our students want, and also consult relevant departments and academic advisor on issues such as employment, business start-ups, and career path.

4.3) Confirmation of Employment and

Acknowledgement of Attendance for Early

Employment

▶ Eligibility: A student who gets a job during the graduating semester

▶ Acknowledgement of Attendance: Applicable to the lectures equivalent to the period of employment


▶ Process of Employment and Acknowledgement of Attendance for Early Employment

Step 1: Confirmation of employment

Step 2: Acknowledgement of Attendance

▶ Supporting Document by Type of Employment: The Employment Support Team will verify supporting document for confirmation of employment and acknowledgement of attendance, and the student will print out the relevant certificate and submit it to the professor who teaches the subject.

4.4) Volunteering Scholarship

 **To Apply for Volunteering Scholarship**

EDWARD Portal → System → Academic Administration → Scholarship → Apply for Scholarship → Apply for Volunteering Scholarship → Print out the application for scholarship after filling up → Submit to the administration office

▶ What is volunteering scholarship? It is a system that gives a tuition waiver to students who volunteer at the department office for 50 hours. These students are called 'Volunteering Scholars'.

▶ Period of Application: To be notified on Kakao Talk chat room by year

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

▶ A student has not applied for national scholarship will be excluded from the eligibility for volunteering scholarship.

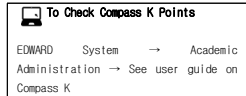
▶ It gives a tuition waiver when the payment of

tuition is made, and there is no notice regarding the scholarship. (necessary to report the name of volunteering scholarship and amount of scholarship on the tuition bill.

- ▶ Students selected as a volunteering scholar will have voluntary activities at the department office. In the event of non-fulfillment of 50-hour voluntary activity, the violating student will be excluded from the application for volunteering scholarship for the subsequent semester, and the student must return the amount of scholarship that has been received.

4.5) Compass K

- ▶ Introduction of Program
 - Developed to enhancing learning capability and competitiveness in employment of current students
 - Consists of 7 achievement areas: objectives management, major, globalization, IT, volunteering, creativity, career and employment
 - Classified student's learning capability into 18 items to be managed.
- ▶ Purpose of Point System
 - To set career objectives earlier and to give motivation for developing learning capability
 - To manage competitiveness in employment through preparation for individual portfolio
 - To manage job seekers and successful candidates in employment
 - To organize program: career search, career counseling, capability management
 - To grant scholarship in the form of point for capability development
 - Regarding the approval of point, the items related to grade evaluation and credit acquisition are automatically processed on the system.
 - For students, please fill up the information on the web system and get your supporting document such as license or certificate confirmed and approved by the staff of the college administration team.
 - Achievement is credited as an ability toward a single category. Achievement cannot be recognized in two or more categories.



4.6) Health and Counseling

- ▶ Health Examination Center: Currently implementing free physical checkup services on an annual basis to help students to find disease in advance
 - Period of Application: Mid March (to be notified on website) / EDWARD System (early March)
 - EDWARD System → Academic Administration → Student Support → Apply on Student Health Examination
- ▶ Counseling Center for Preventing Sexual Harassment
 - Provides appropriate education and counseling services for coping with and overcome the damage from sexual harassment and violence and for continuing healthy life
 - Provides a sense of values about sex and the settlement of healthy sexual curiosity through preventive education.
 - Heals damaged mind from sexual harassment or violence and counsel students who worry about sex and dating.
- ▶ Contact and Website of Related Centers
 - Human Rights Counseling Center of Natlona Human Rights Commission
1331 <http://www.humanrights.go.kr>
 - Korea Sexual Violence Relief Center
02-338-2890~1
<http://www.sisters.or.kr>
 - Sexual Violence Counseling Center of Womenlink
02-739-5796 <http://womenlink.or.kr/>
 - Daegu Women's Hot Line
053-471-6484~6 <http://www.dwhotline.or.kr/>
- 4.7) College Student Council
 - ▶ Role
 - To organize and lead all the events held in the school and genuinely sort out

suggestions from students.

- ▶ Selection
 - One month notice for candidate registration in the event of replacement or additional selection of the student president or student council of college
 - Candidates for the president of society, vice-president of society, manager and secretary are recommended between February to March and registered voluntarily → Voting to select
 - Student representative and assistant student representative of each year are selected by semester (For freshmen, delegation of the position is available through recommendation from academic advisor or seniors.)
- ▶ Office: #B32 of Uiyanggwang

4.8) Department Student Council (Student Council)

- ▶ Role: To support academic affairs of students, collect suggestions, closely communicate with student council at college and school, and to play a role of channel for communication with professors association of our department, and plan and conduct events organized by our department.
- ▶ Office: #B23-1 of Uiyanggwang

4.9) Orientation for Freshmen

- ▶ Target : 2018 Freshmen
- ▶ Objectives
 - To make freshmen well adapted in new environment. It is an opportunity to acquire various information about the school and academic courses.
- ▶ Program
 - Guide on Campus life (See blue book)
 - Guide on Course timetable and registration
 - Introduction of department and professors' meeting
 - Guide on issuance of student ID
 - Guide on entry of student data

5. Campus Life

- 1) Student ID
- 2) Access to Buildings
- 3) Lecture Room Space Reservation
- 4) Laboratory for Rent
 - 5) Library
 - 6) Locker
- 7) Lost Property
- 8) Disaster Evacuation Training
 - 9) Holidays
 - 10) Parking

5. Campus Life

5.1) Student ID

Application and Issuance:

EDWARD System → Administration → Student Support → Student ID Application

- ▶ Period of Issuance: 1 to 2 weeks

5.2) Access to Building

Opening Hours: 06:00 ~ 24:00

5.3) Lecture Room Space Reservation

- Lecture rooms can be reserved for academic purposes. When using the computer, do not use unauthorized program other than those for academic purpose.

5.4) Laboratory for Rent

-Edward Systems → General Administration - Facility Space - Space Usage 2 Days Before Use

-Complete details of usage date, usage details and attendance.

5.5) Library

If you have a student ID card (Clicker app) you can access & borrow materials 06:00 ~ 24:00.

▶ Number of Loans and Period: Only 10 books for up to 14 days, can be extended only once.

▶ Library (Services) hours: 09:00 ~ 22:00 (weekdays) during the semester, Saturday 09:00 ~ 13:00.

During vacation: 09:30 ~ 17:00 (Weekdays), Saturday (Closed).

▶ Library Closed: Sunday, national holidays, Keimyung Foundation Day (May 20).

▶ Dongsan Library General Reading Room Hours: 05:00 ~ 24:00.

▶ Dongsan Library General Reading Room Closed: Day of Thanksgiving (Chuseok) / Lunar New Year's Day (Seolnal) (2 days per year).

5.6) Locker

You can apply for a locker by contacting our LIS department assistance for detailed information.

5.7) Lost Property

If you have found a lost property, report it to the department office.

5.8) Disaster Evacuation Training

▶ Earthquake

※ The campus buildings are built from concrete without earthquake resistant design.

- ① When you sense an earthquake, open the closest door wide open.
 - There is a possibility that you cannot
- ② Protect your head with a book, laptop or other article which can protect your head.
- ③ Evacuate quickly through an locked door.
- ④ After evacuation, move to a wide empty lot

▶ How to evacuate building on fire

- Activate a fire alarm.
- If you cannot go downstairs, go onto the rooftop.
- Cover your face and body covered with a wet blanket or towel if you running from flames.
- If door handles are too hot to turn, do not open the door. Find another way out.
- Once you evacuate, do not go into the building again.
- After evacuation, wait for rescue at the windward side.

5.9) Parking on Campus

- You can apply for a parking permit in the beginning of the semester.
 - You should park at only designated space.
- Only local and street students can use the parking permit at school.

6. Criteria, Procedures, Policies & Regulations

- 1) Code of Conduct
- 2) Academic Attitude
- 3) Equality & Equal Opportunity
- 4) Discrimination & Ostracization
- 5) Sexual Discrimination/Harassment
 - 6) Plagiarism
 - 7) Alcohol & Drug
 - 8) Smoking
 - 9) Restricted Items
 - 10) Access to Facilities
- 11) Internet Use Rules & Procedures
- 12) Campus Map – Seongseo
- 13) Other Contacts

6.Criteria, Procedures, Policies & Regulations

6.1) Code of Conduct

All students of our university are important members of our community, active and cooperative, respect for diversity of creative individuals and pursue a community of adults built with a sense of responsibility.

6.2) Academic Attitude

Responsible rights and obligations, respect for diversity, voluntary consideration
→ Community Spirit

6.3) Equality & Equal Opportunity

All students will equally receive opportunities for learning regardless of gender, race, religion, sexual orientation, disability, etc. We pursue equality by giving preferential treatment to social minorities.

6.4) Restrictions on Discrimination & Ostracization

Our university does not discriminate against or ostracize or not make discriminated or ostracized a certain gender, race, religion, sexual orientation, disability, et cetera, and Any and all discrimination or ostracization will cause administrative punishment.

6.5) Sexual Discrimination/Harassment

- ▶ Our university does not discriminate or not make discriminated against a certain gender, and our gender equality is strictly protected by law. Any and all discrimination will cause administrative punishment.
- ▶ No sexual psychological/physical harassment, violence and stocking are banned, and any attempt will cause administrative punishment.
- ▶ For victims of sexual harassment or discrimination and those worrying about it, please report and consult at any time.

6) Plagiarism

- ▶ Plagiarism is the use of another's work

(sound, music, images, text, etc) without permission of the owner (there is a non-commercial educational use exception).

- ▶ Our university prohibits plagiarism. There are legal effects in case of violation, and very serious liability can arise, depending on the will of the copyright owner.

6.7) Alcohol & Drug

No alcohol or drug is allowed to possess in or bring to the campus, and drinking or administering may cause administrative punishment.

6.8) Smoking

Smoking is allowed only in the designated area. smoking in designated smoke-free areas may cause administrative punishment.

6.9) Restricted Items

No dangerous are allowed in the campus. (Ex. explosive material, volatile liquid, et cetera) regardless of intended uses. Consult the department office if you are not sure about the dangerousness of an item.

6.10) Access to Facilities

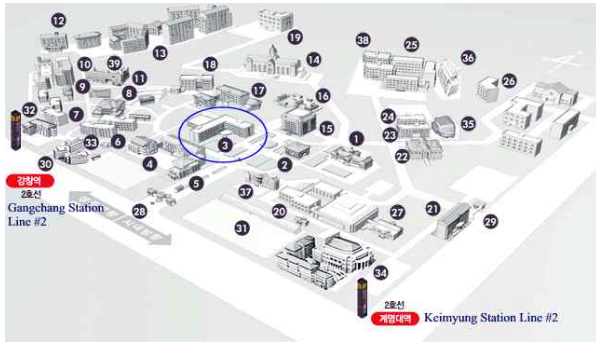
–Opening Hours (Weekdays)
Opening Hours (Weekends)
–Operation Hours: 7:00 ~ 24:00

- ▶ Process of Rent of Vacant Lecture Room
Apply for rent of intended Edward lecture room at least one week prior to the date of use

6.11) Internet Use Rules & Procedures

- ▶ The wired / wireless internet available on campus may be used only to search and store contents for studying.
- ▶ Rules applicable to all devices that can access the Internet, such as a public computer, a personal computer, or a personal smartphone.
- ▶ External data can only be transmitted via USB and CD.
- ▶ Activity such as KakaoTalk and Webtoon used for personal purposes are not authorized, as they may disturb proper computer use in classrooms.

6.12). Campus Map – Seongseo



- | | | |
|--|---|--|
| 1. Main Administration Building | 2. Computer Center | 3. College of Social Sciences |
| 6. College of Education, College of Humanities | 4. Bower Hall - Student Union Building | 5. Information & Service Center |
| 11. Open Amphitheater | 7. College of Natural Sciences | 8. 1st Student Union Building |
| 14. Adams Chapel | 9. 2nd Student Union Building | 10. College of Medicine, College of Nursing |
| 17. College of Business Administration | 12. International House | 13. Student Dormitory |
| 21. Industry-academic Cooperation Hall | 15. Dongsan Library | 16. Keimyung Hanhakchon |
| 24. Osan Hall | 18. College of International Studies | 19. R.O.T.C |
| 27. Taekwondo Center | 20. College of Physical Education | 22. Hengso Museum |
| 30. South Gate | 23. College of Law and Police Sciences | 25. College of Engineering |
| 33. International Center | 26. Keimyung Junior College | 28. Main Gate |
| 37. Graduate School | 27. East Gate | 31. Athletic Field |
| | 29. TMR Center | 34. Art Center(College of Music and Performing Arts) |
| | 30. Advanced Construction Material Testing Center | 38. College of Architecture |

6.13) Other Contacts

1) Department Office

▶ Bonggyeong Hall Room 149-1

☎ 053-580-5414

2) Professor's Offices

(all offices in Bonggyeong Hall)

Prof. Oh, Dong-Geun (Room 250)

☎ 053-580-5584

Prof. Park, Il-Jeong (Room 338)

☎ 053-580-5436

Prof. Kim, Jong-Sung (Room 310)

☎ 053-580-5432

Prof. Lee, Yonggu (Room 242-1)

☎ 053-580-5425

Prof. Kim, Eungi (Room 437)

☎ 053-580-5310

3) Administration Team,

College of Social Science/KAC

Team Leader

☎ 053-580-5391

Office

☎ 053-580-5392~3, 5472

Evening College Office

☎ 053-580-5501~3

4) Academic Affairs Team

Academic Affairs

☎ 053-580-6008

Class-related

☎ 053-580-6066, 6068, 6069

Credits-related

☎ 053-580-6062~3

Certifications-related

☎ 053-580-6311~2

5) Scholarship & Welfare Team

Scholarship-related

☎ 053-580-6092~4

Welfare-related

☎ 053-580-5351, 6097