

HANDBOOK

2018

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

Blue Book: Introduction

1. The College of Social Science

1) Objectives

2) Facilities

3) Administrative Office

2. The Department of Library and Information Science

1) Introduction

2) Brief Department History

3) Characteristics

4) Contacts



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.

1. The College of Social Science

The College of Social Science specializes in the study of "social" and related academic disciplines through numerous departments and majors. Established in 1980, the College of Social Science currently hosts more than 130 professors and 4,200 students who research and study together across various academic fields in eight departments and three faculties (comprising seven majors), with thirteen foreign professors responsible for teaching various subjects in English.

The College of Social Science includes almost all academic fields of study within the so-called social sciences. With innovative new attempts in cooperation and convergence, the College is breaking down the boundaries of traditional scholarly disciplines. In this way, professors are promoting academic achievement and well-rounded development of students who can realize their specific dreams for the future.

The three faculties of the College of Social Science are the Faculty of Economics & Commerce (Major in Economics & Finance, Major in International Commerce, and Major in E-Trade), the Faculty of Public Service (Major in Public Administration, and Major in Politics & International Relations), and the Faculty of Communication (Major in Journalism & Visual Communication, and Major in Advertising & Public Relations). The eight departments are the Department of Consumer Information Studies, the Department of Sociology, the Department of Social Welfare, the Department of Psychology, the Department of Library & Information Science,

the Department of Law, the Department of Police Law, and the Department of Police Administration.

The College of Social Science is located in the center of the Seongseo campus of Keimyung University. The campus Central Library, which is the largest in the nation, is located in a building immediately next to the College of Social Science. Students' halls with convenient facilities that students can use on a daily basis, such as bookstores, cafes, restaurants, travel agencies, and stationery stores, are also facing the College of Social Sciences, making it easy for students to enjoy university life at any time.

1.1) Educational Objectives

1. To Educate Proactive International Specialists in the Age of Globalization
2. To Educate Experts equipped with Flexibility and Universality
3. To Educate Citizens with higher Ethical Standards

1.2) Facilities

The College of Social Science building (Bonggyeong Hall) offers 16,503m² of floor space. It is equipped with a special lecture room with state of art educational technology and equipment, multi-media seminar lecture rooms, and computer laboratories. The building also hosts faculty offices, department offices, rooms for students' associations, faculty library, student seminar rooms and experiment rooms, etc.

1.3) Administration Office

Office hours for the Administration staff run from 8:30 A.M. to 5:30 P.M., Monday through Friday.

Location: Room 163, Social Science Building
Telephone: (+82-53) 580-5391~3, 5472

Location: Room 125, The Ruth Shattuck Hall
Telephone: (+82-53) 580-5882~3

2. The Department of Library and Information Sciences

2.1) 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 strives 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.

2.2) 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 the Ph.D. Program within the Graduate School of Keimyung University

2.3) 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 participating 2018 In-University Specialty Project (Annual Budget of 3,500 Man Won)

2.4) Contacts

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

- ▶ Department of Library and Information Science: #Social Sciences Building
☎ 82+ 053-580-5414
- ▶ Administration Office of College of Social Sciences
☎ 82+ 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 credits), 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, Informationalization, 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 receive a passing grade, you will not be receiving any credit hours for the particular course.

▶ P (pass) Credits: No credits are given for the chapels and graduation thesis, but you must receive a passing grade (P credit) in order 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 on experiments, practicum, or practical courses 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]	3	ACADEMIC AND UNIVERSITY LIBRARY MANAGEMENT HUMAN INFORMATION BEHAVIOR LIBRARIES AND SOCIETY LIBRARY AND INFORMATION POLICY[LIBRARY & INFORMATION SCIENCE SEMINAR PRACTICE IN CATALOGING & CLASSIFICATION	3
	INTRODUCTION TO SUBJECT BIBLIOGRAPHY SPECIAL TOPICS N LIBRARY AND INFORMATION SCIENCE			
	WEB PROGRAMMING(영어강의)		3	
	LIBRARY & INFORMATION SCIENCE INTERNSHIP		15	
	LIBRARY & INFORMATION SCIENCE PROJECT		2	
Year 1 - 4	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 Courses	SERVICE MANAGEMENT DATA STRUCTURES LAW OF INTELLECTUAL PROPERTY	3


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 the 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 a system where you can store your intended subjects prior to actual course registration like 'shopping cart'. There is a certain period during the semester session 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

First, contact your professor personally via telephone or email during the period of grade appeals in each semester. If you cannot resolve your grading problem by contacting your professor, you may contact the Academic Affairs Team (580 - 6066), which is located on #104 on 1st floor, Main Building in Seongseo Campus. Change of grade is not typically expected unless an error was made by your professor while grading your performance.

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 a leave of absence
- ▶ A student entering another university
- ▶ A student not having registered within the specified time period
- ▶ 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 administrative offices of respective college or at the Certificate Issuance Center on the 1st floor of the main building.
- ▶ Automatic Issuer
In front of the post office at the 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://kmusangdam.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 startups, 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 referred to as '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.
- ▶ A tuition waiver is provided when a student receives a Volunteering Scholarship. No separate scholarship notice will be sent to

the student. It is necessary to report the name of volunteering scholarship and amount of scholarship on the tuition bill.

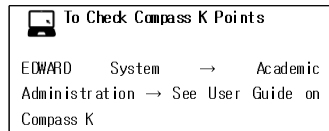
- ▶ Volunteering scholars will have to perform some basic department related duties, such as answering phones, at the department office. In the event of non-fulfillment of 50-hour voluntary activity, the violating student will be excluded from the application for Volunteering Scholarship for the subsequent semester, and the student must return the amount of scholarship that has been received.

4.5) Compass K

- ▶ Introduction of Program
 - Developed to enhance learning capability and competitiveness in employment of current students
 - Consists of 7 achievement areas: 1) objectives management, 2) major, 3) globalization, 4) IT, 5) volunteering, 6) creativity, and 7) 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 motivate students for the development of self-learning capability
 - To manage competitiveness in employment through preparation for individual portfolio
 - To manage job seekers and successful candidates in employment
 - To organize career related programs: career search, career counseling, capability management
 - To grant scholarship in the form of points for the capability development

All items related to grade evaluation and credit acquisition are automatically processed on the Edward System and proper points should be automatically applied toward Volunteering Scholarship. However, students will need to fill in certain information using the Edward System and submit supporting documents such as

licenses and certificates 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 bodily diseases 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 National 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 needs to be given for replacement or additional selection of Student President or Student Council of College
 - Candidates for the President of Society, Vice-President of Society, Manager and Secretary of Student Body is recommended between February to March and can be registered through Edward System.
 - Student Representatives and Assistant Student Representatives are selected on a yearly basis (For freshmen, delegation of the position is available through recommendation from academic advisor or other senior student body representatives)
- ▶ Office: #B32 of Uiyanggwan

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 Uiyanggwan

4.9) Orientation for Freshmen

- ▶ Target : 2018 Freshmen
- ▶ Objectives
 - To make freshmen well adapted in a 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 an 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 between 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 a 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 burning 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) Holidays

▶ 1st Semester

May 07: Substitute Holiday

May 22: Buddha's Birthday

June 13: Local Elections

August 15: National Liberation Day

▶ 2nd Semester

September 24 to 26: Chuseok Holidays

October 03: National Foundation Day

October 09: Hangul Proclamation Day

5.10) 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 Keimyung university are important members of Keimyung 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 students based on gender, race, religion, sexual orientation, disability, etc. Discrimination or ostracization may result in an imposition of administrative sanction.

6.5) Sexual Discrimination/Harrassment

- ▶ Our university does not discriminate against a certain gender, and our gender equality is strictly protected by law. Discrimination would cause administrative punishment.
- ▶ No sexual, psychological/physical harassment, violence and stalking are banned, and any attempt will cause administrative punishment.
- ▶ Victims and those who are concerned about sexual harassment and discrimination need to report and should seek a counseling.

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. Besides being penalized for academic dishonesty, legal consequences and serious liability may be resulted.

6.7) Alcohol & Drug

No alcohol or drug is allowed on campus. The administrative punishment may be applied to violators.

6.8) Smoking

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

6.9) Restricted Items

No dangerous items are allowed in the campus. (Ex. explosive material, volatile liquid, etc.) 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.
- ▶ Certain Internet usages 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. Bouer 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	29. East Gate	31. Athletic Field
	32. TMR Center	34. Art Center(College of Music and Performing Arts)
	36. Advanced Construction Material Testing Center	38. College of Architecture

6.13) Other Contacts

If you are calling from abroad, South Korea country code 82 should be dialed after the IDD. Calls to South Korea can be made by using the following pattern: IDD +82 XX XXXX YYYY. Also, note that the leading "0" of the area code is dropped when dialling into South Korea from overseas. For example, when calling our department office, dial 82+ 53-580-5414

1) Department Office

▶ Bonggyeong Hall Room 149-1 ☎ 053-580-5414

2) Professor's Offices

(all offices in Bonggyeong Hall)

Dong-Geun Oh -- *Professor* (Room 250) ☎ 053-580-5584

Il-Jeong Park -- *Professor* (Room 338) ☎ 053-580-5436

Jong-Sung Kim -- *Professor* (Room 310) ☎ 053-580-5432

Yonggu Lee -- *Associate Professor* (Room 242-1) ☎ 053-580-5425

Eungi Kim -- *Assistant Professor* (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