## Course Withdrawal for 2018 Fall Semester

1. Course Withdrawal Period: Oct. 2nd(Tue) 09:00 ~ 5th(Fri) 23:59

### 2. Directions

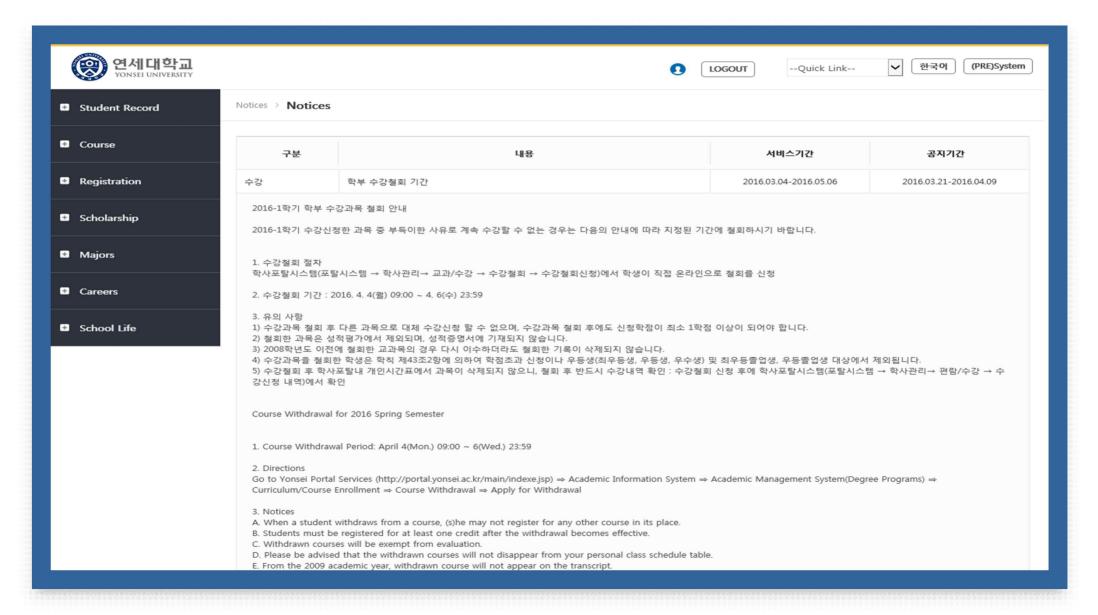
Go to Yonsei Portal Services (http://portal.yonsei.ac.kr/)  $\Rightarrow$  Academic Information System  $\Rightarrow$  Academic Management System(Degree Programs)  $\Rightarrow$  Course  $\Rightarrow$  Course Enrollment  $\Rightarrow$  Apply for withdrawal

#### 3. Notices

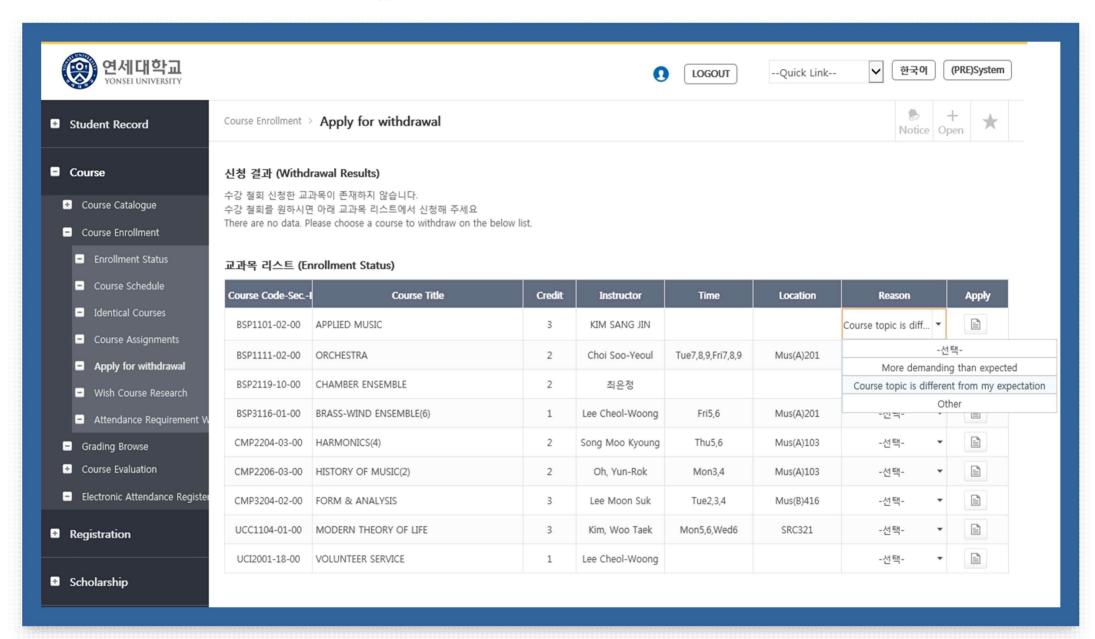
- A. When a student withdraws from a course, (s)he may not register for any other course in its place.
- B. Students must be registered for at least one credit after the withdrawal becomes effective.
- C. Withdrawn courses will be exempt from evaluation.
- D. Please be advised that the withdrawn courses will not disappear from your personal class schedule table.
- E. From the 2009 academic year, withdrawn course will not appear on the transcript.
- F. For the courses withdrawn in and before 2008, a "W" will not disappear on the transcript even though students repeat those courses.
- G. Students with course withdrawals are ineligible to apply for extra credits in the next semester or for academic honor roll though their GPA may meet the requirements.
- H. After withdrawing from a course during the designated period, verify that the course has indeed been withdrawn by checking the course enrollment list on the Yonsei Portal System.
- I. Students admitted in 2013 and thereafter: If student used course repeat opportunity to enroll a course then withdrawn from a course, course repeat opportunity will not be used.
  - J. Regarding scholarship, please contact Service Scholarship & Career Service Team.

# Academic Support Team, Office of Academic Affairs

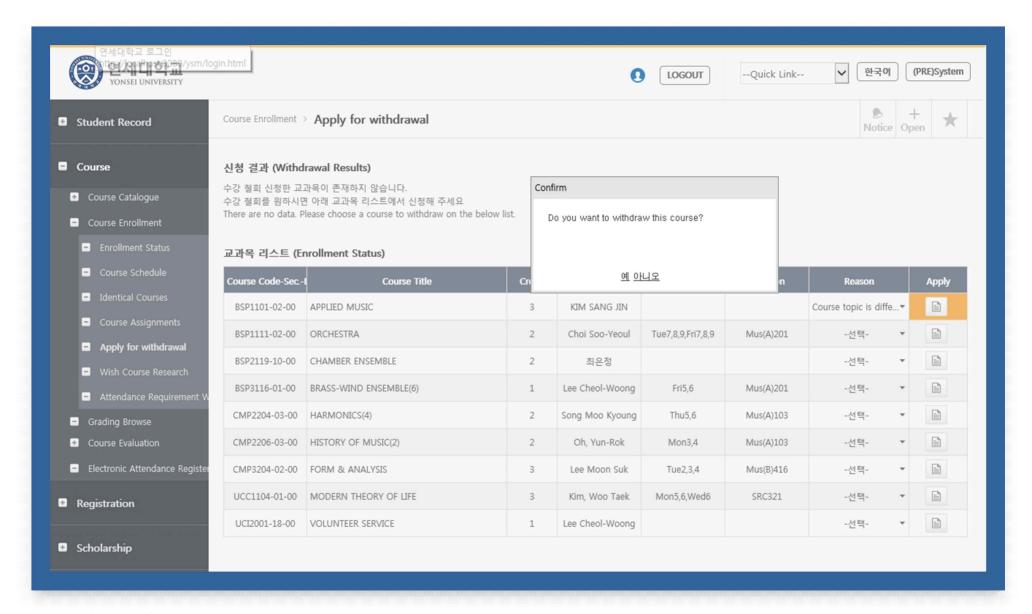
### How to Apply for Withdrawal



## 1) Go to Course $\Rightarrow$ Course Enrollment $\Rightarrow$ Apply for withdrawal



### (Read Notices)



- 2) Choose 'Reason' for Course Withdrawal
- 3) Click 예(Yes)/아니오(No) to withdraw a course





Instructor

KIM SANG JIN

Credit

3

LOGOUT

Time

--Quick Link--

Location

한국어

(PRE)System

Student Record

Course Enrollment > Apply for withdrawal

Course Title

신청 결과 (Withdrawal Results)

BSP1101-02-00 APPLIED MUSIC

Course Code-Sec.-I

Reason

Course topic is differe...





Cancel

4

■ Course

Course Catalogue

Course Enrollment

Enrollment Status

Course Schedule

Identical Courses

Course Assignments

Apply for withdrawal

Wish Course Research

Attendance Requirement W

■ Grading Browse

+ Course Evaluation

Electronic Attendance Register

• Registration

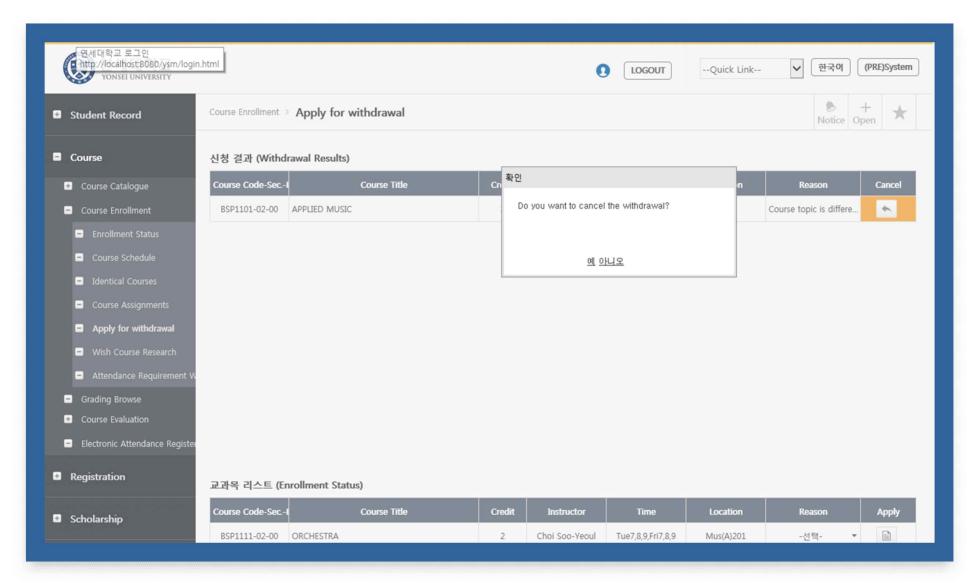
교과목 리스트 (Enrollment Status)

Scholarship

Majors

Course Code-Sec.	l Course Title	Credit	Instructor	Time	Location	Reason	Apply
BSP1111-02-00	ORCHESTRA	2	Choi Soo-Yeoul	Tue7,8,9,Fri7,8,9	Mus(A)201	-선택- ▼	
BSP2119-10-00	CHAMBER ENSEMBLE	2	최은정			-선택- ▼	

4) Double check Withdrawal Results for your course withdrawal



5) To cancel your withdrawal, click cancel -> 예(Yes)/아니오(No)

6) Check Course Enrollment->Enrollment Status for your withdraw course. 'W' means Withdrawal

