Course Withdrawal for 2024 Spring Semester

1. Course Withdrawal Period: 2024. 4. 29. (Mon) 09:00 ~ 5. 1. (Wed) 23:59

2. Directions

Go to Yonsei Portal Services (http://portal.yonsei.ac.kr/) \Rightarrow <u>Academic Information System</u> \Rightarrow <u>Academic Information</u> \Rightarrow <u>Courses</u> \Rightarrow <u>Student</u> \Rightarrow <u>Application for withdrawal of course</u>

3. Notes

- A. When a student withdraws from a course, he/she cannot add a new course instead.
- B. Students must be enrolled in at least one course after the withdrawal becomes effective.
- C. Withdrawn courses will be exempt from GPA evaluation.
- D. Withdrawn courses will remain on your personal class schedule timetable.
- E. From the 2009 academic year, withdrawn courses will not appear on the transcript.
- F. Students with course withdrawals are not eligible to apply for extra credits in the next semester and for academic honor roll though their GPA may meet the requirements.
- G. After withdrawing from a course during the designated withdrawal period, verify that the course has indeed been withdrawn by checking the course enrollment list on the Yonsei Portal System.

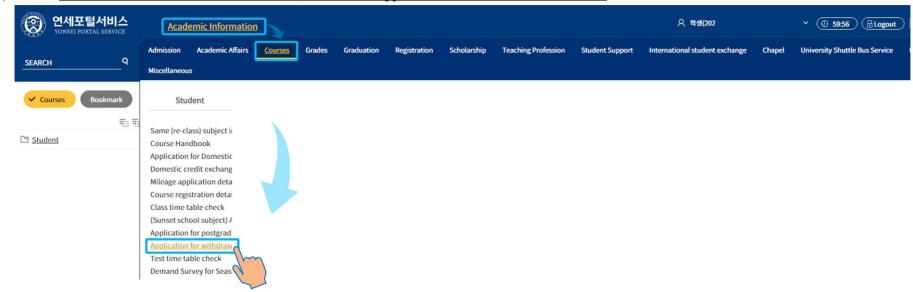
 $(Yonsei Portal \Rightarrow \underline{Academic Information System} \Rightarrow \underline{Academic Information} \Rightarrow \underline{Courses} \Rightarrow \underline{Course registration details})$

- H. If a student, admitted in 2013 and thereafter, used course repeat opportunity to enroll a course and withdrawn from the course, course repeat opportunity will not be used.
- I. For information regarding the withdrawal, please contact Academic Support Team at 02-2123-2090.
- J. For information regarding the scholarship, please contact Student Affairs and Services Service Team at 02-2123-8191~2.

Academic Support Team, Office of Academic Affairs

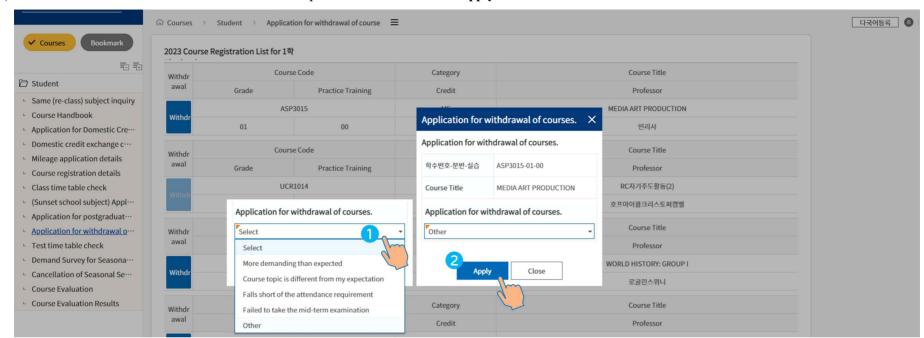
How to Withdraw a Course

1) Go to Academic Information \Rightarrow Courses \Rightarrow Student \Rightarrow Application for withdrawal of course menu.



2) Select the Course you want to withdraw from the [2024 Course Registration List for 1학기] table, and click the 'Withdraw' button.

연세포털서비스 YONSEI PORTAL SERVICE	Academic	Information			오 학생(202	~ ② 59:16 ⊕ Logout					
SEARCH Q	Application for w										
	foi Courses	Grin Courses → Student → Application for withdrawal of course									
Courses Bookmark	2023 Course										
= =	Withdr	Cou	irse Code	Category	Course Title						
D Student	awal	Grade	Practice Training	Credit	Professor						
Same (re-class) subject inquiry		A	SP3015	ME	MEDIA ART PRODUCTION						
 Course Handbook Application for Domestic Cre… 	Withdr	01	00	3	민리사						
Domestic credit exchange c…	Withdr		irse Code	Category	Course Title						
 Mileage application details Course registration details 	awal	Grade	Practice Training	Credit	Professor						
 Class time table check 		U	CR1014	RC	RC자기주도활동(2)						
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 <u>Application for withdrawal o</u>… 	Withdr	Cou	irse Code	Category	Course Title						
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 Cancellation of Seasonal Se… Course Evaluation 	Withdr	07	00	3	로굴린스워니						



3) Select the reason for withdrawal from the drop down list and click 'Apply'.

4) Click '확인(OK)' on the following pop-ups to complete the course withdrawal.

연세포털서비스 YONSEI PORTAL SERVICE	<u>Academ</u>	ic Information		underwood1.yonsei.ac.kr 내용: 수강철회를 진행 하시겠습니까?			<u> </u> 학생(202	 ✓ (2) 59:22 (☐ Logout) 	
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₹3 ₹3	Withdr	Cours	e Code	Category			확인		
D Student	awal	Grade	Practice Training	Credit		Profes	ssor		
- Same (re-class) subject inquiry		ASF	3015	MED			IA ART PRODUCTION		
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Domestic credit exchange c…	und 1	Cours	e Code	Application for withdrawal of courses.			Course Title		
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- Class time table check	inconte	UCF	21014	Course Title	MEDIA ART PRODUCTION	RC자기주도	RC자기주도활동(2)		
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	ini Courses	Student > Applica	tion for withdrawal of course 🗧			다국어등록
Courses Bookmark		UI	21581	СС	EASTERN CIVILIZATION	
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Course Evaluation	Withdr	10	00	3	시가모니셰익스피어	
Course Evaluation Results						
	Withdrawal L	ist				
			Course Code	Category	Course Title	
	Cancel	Section Practice Training		Credit	Professor	Detail
			ASP3015	ME	MEDIA ART PRODUCTION	
	Cancel	01 00		3	민리사	Detail

5) Check the [¬]Withdrawal List_J at the bottom of the screen to find the withdrawal results.

6) To cancel your withdrawal, click on the 'Cancel' button \Rightarrow '확인(Yes)' \Rightarrow '확인(Yes)'.

연세포털서비스 YONSEI PORTAL SERVICE	Academic Information			underwood1.yonsei.ac.kr 내용 [Cancellation] Do you want to pro			 ✓ (0. 59:47) (☐ Logou 	
search Q	Application for w	ithdrawal of course ×	Course registration details		확인 취소			
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7) Check $\underline{Courses} \Rightarrow \underline{Student} \Rightarrow \underline{Course registration details}$ menu. Make sure "Y" appears in the [withdrawal] column of your withdrawn course. Note that withdrawn courses will remain on your personal class timetable.

연세포털서비스 YONSEI PORTAL SERVICE	Academic Information								♀ 학생(202		 ✓ ② 59:56 (☐ Logout)
SEARCH Q	Application for withdrawal of course × Course registration details ×										
Courses Bookmark	finit Courses → Student → Course registration details Year-Semester 2023-1st Semester ▼									다국어등록 🔕	
 Student Same (re-class) subject inquiry 	Current Semest er Credits 13 Chapel Seat N										
 Course Handbook Application for Domestic Cre… Domestic credit exchange c… 	Class Request										
 Mileage application details Course registration details Class time table check (Sunset school subject) Appl··· Application for postgraduat··· Application for withdrawal o··· Test time table check Demand Survey for Seasona··· Cancellation of Seasonal Se··· 	No.	Group Credit	Cour	se Code Practice Trainin	Course Title		Prof	essor S/U	Lecture room	n course syllabus	
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