

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/>) ⇒ Academic Information System ⇒ Academic Information ⇒ Courses ⇒ Student ⇒ Application for withdrawal of course

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- C. Withdrawn courses will be exempt from GPA evaluation.
- D. Withdrawn courses will remain on your personal class schedule timetable.
- E. From the 2009 academic year, withdrawn courses will not appear on the transcript.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- G. After withdrawing from a course during the designated withdrawal period, verify that the course has indeed been withdrawn by checking the course enrollment list on the Yonsei Portal System.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 ⇒ Academic Information System ⇒ Academic Information ⇒ Courses ⇒ 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- H. If a student, admitted in 2013 and thereafter, used course repeat opportunity to enroll a course and withdrawn from the course, course repeat opportunity will not be used.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** ⇒ **Courses** ⇒ **Student** ⇒ **Application for withdrawal of course** menu.

The screenshot shows the Yonsei Portal Service interface. The top navigation bar includes 'Academic Information', 'Courses', 'Grades', 'Graduation', 'Registration', 'Scholarship', 'Teaching Profession', 'Student Support', 'International student exchange', 'Chapel', and 'University Shuttle Bus Service'. The 'Courses' menu is highlighted. Below it, the 'Student' menu is selected, and the 'Application for withdrawal of course' option is highlighted with a blue box and a hand cursor. A blue arrow points from the 'Courses' menu to the 'Application for withdrawal of course' option.

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

The screenshot shows the 'Application for withdrawal of course' page. The page title is 'Application for withdrawal of course'. The breadcrumb navigation is 'Courses > Student > Application for withdrawal of course'. The main content area displays the '2023 Course Registration List for 1학기' table. The table has columns for 'Withdr awal', 'Grade', 'Practice Training', 'Course Code', 'Category', 'Credit', and 'Course Title'. The 'Withdr awal' column contains a 'Withdraw' button for each course. A hand cursor is pointing at the 'Withdraw' button for the course 'ASP3015'.

Withdr awal	Grade	Practice Training	Course Code	Category	Credit	Course Title
Withdraw	01	00	ASP3015	ME	3	MEDIA ART PRODUCTION
Withdraw	12	00	UCR1014	RC	0.5	RC자기주도활동(2)
Withdraw	07	00	UIC1501	CC	3	WORLD HISTORY: GROUP I

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

The screenshot shows the 'Application for withdrawal of course' page. A dropdown menu is open, showing the following options: 'Select', 'More demanding than expected', 'Course topic is different from my expectation', 'Falls short of the attendance requirement', 'Failed to take the mid-term examination', and 'Other'. A hand icon points to the 'Select' option, which is labeled with a blue circle and the number '1'. Another hand icon points to the 'Apply' button, which is labeled with a blue circle and the number '2'.

Withdr	Course Code	Category	Credit	Course Title
Withdr	ASP3015	Practice Training		MEDIA ART PRODUCTION
Withdr	UCR1014	Practice Training		RC자기주도활동(2)
Withdr				호프마이클크리스토퍼캠벨
Withdr				WORLD HISTORY: GROUP I
Withdr				로쿨원스위니

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

The screenshot shows the 'Application for withdrawal of course' page with two confirmation pop-ups. The first pop-up, labeled with a blue circle and the number '1', contains the text 'underwood1.yonsei.ac.kr 내용: 수강철회를 진행 하시겠습니까?' and buttons for '확인' (OK) and '취소' (Cancel). A hand icon points to the '확인' button. The second pop-up, labeled with a blue circle and the number '2', contains the text 'underwood1.yonsei.ac.kr 내용: [Course Withdrawal] Your submission has been processed.' and a button for '확인' (OK). A hand icon points to the '확인' button.

Withdr	Course Code	Category	Credit	Course Title
Withdr	ASP3015	Practice Training		MEDIA ART PRODUCTION
Withdr	UCR1014	Practice Training		RC자기주도활동(2)
Withdr				호프마이클크리스토퍼캠벨
Withdr				WORLD HISTORY: GROUP I
Withdr				로쿨원스위니

5) Check the 「Withdrawal List」 at the bottom of the screen to find the withdrawal results.

연세포털서비스
YONSEI PORTAL SERVICE

Academic Information

학생(202)

59:58 Logout

SEARCH

Courses Bookmark

Student

- Same (re-class) subject inquiry
- Course Handbook
- Application for Domestic Cre...
- Domestic credit exchange c...
- 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...
- Course Evaluation
- Course Evaluation Results

Application for withdrawal of course

Courses > Student > Application for withdrawal of course


다국어등록

Withdr	Course Code	Category	Course Title
01	00	3	장화사
03	00	3	로빈슨제프리
01	00	0.5	이정철
10	00	3	시가모니체익스피어

Withdrawal List

Cancel	Course Code	Category	Course Title	Detail
01	00	3	만리사	Detail

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



연세포털서비스
YONSEI PORTAL SERVICE

학생(202)
59:47
Logout

SEARCH 🔍

Academic Information

Application for withdrawal of course × Course registration details

Courses > Student > Application for withdrawal of course

- ✓ Courses
- Bookmark
- Student
 - Same (re-class) subject inquiry
 - Course Handbook
 - Application for Domestic Credit Exchange
 - Domestic credit exchange certificate
 - Mileage application details
 - Course registration details
 - Class time table check
 - (Sunset school subject) Application for withdrawal of course
 - Application for postgraduate admission
 - Application for withdrawal of course
 - Test time table check
 - Demand Survey for Seasonal Subject
 - Cancellation of Seasonal Subject
 - Course Evaluation
 - Course Evaluation Results

Withdrawal	Course Code		Category	Course Title
	UIC1581			ERN CIVILIZATION
	01	00		장화사
Withdrawal	Course Code			Course Title
	Grade	Practice Training		Professor
	UIC2151		CC	RESEARCH DESIGN AND QUANTITATIVE METHODS
	03	00	3	로버스제프리
Withdrawal	Course Code		Category	Course Title
	Grade	Practice Training	Credit	Professor
	YCA1005		교기	채플(A)
	01	00	0.5	이정철
Withdrawal	Course Code		Category	Course Title
	Grade	Practice Training	Credit	Professor
	YCA1101		교기	기독교와 세계문화
	10	00	3	시가모니세익스피어

Withdrawal List

Cancel	Course Code		Category	Course Title	Detail
	Section	Practice Training	Credit	Professor	
<div style="border: 2px solid blue; padding: 5px; display: inline-block;">Cancel</div>	ASP3015		ME	MEDIA ART PRODUCTION	Detail
	01	00	3	민리사	

underwood1.yonsei.ac.kr 내용:
[Cancellation] Do you want to proceed?


2 확인 취소

underwood1.yonsei.ac.kr 내용:
[Course Withdrawal] Your submission has been canceled.

3 확인

1 Cancel

- 7) Check **Courses** ⇒ **Student** ⇒ **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)

59:56

Logout

SEARCH

Courses

Bookmark

Student

- Same (re-class) subject inquiry
- Course Handbook
- Application for Domestic Credit Exchange
- Domestic credit exchange c...
- Mileage application details
- Course registration details**
- Class time table check
- (Sunset school subject) Appl...
- Application for postgraduate...
- Application for withdrawal o...
- Test time table check
- Demand Survey for Seasona...
- Cancellation of Seasonal Se...
- Course Evaluation
- Course Evaluation Results

Application for withdrawal of course × Course registration details ×

Courses > Student > Course registration details

다국어등록

Year-Semester

2023-1st Semester



Current Semester Credits

13

Chapel Seat N

Class Request

재수강횟수사용과목

No.	Group	Credit	Section	Practice Training	Course Code	Course Title	Professor	Lecture room	course syllabus	
							Withdrawal	S/U	Time	
1	3000	3	01	00	ASP3015	MEDIA ART PRODUCTION	Min Lisa	IVHB314	Wed5,Fri5,6	
2	1000	0.5	12	00	UCR1014	RC SELF-DIRECTED ACTIVITY(2)	Hope Michael Christ-opher Campbell	IVH301	Wed11,12	
3	1000	3	07	00	UIC1501	WORLD HISTORY: GROUP I	Sweeney Loughlin	IVHB323	Mon3,4,Wed4	