

Course Withdrawal for Fall Semester 2025

1. Course Withdrawal Period: 2025. 10. 13. (Mon) 09:00 ~ 10. 15. (Wed) 23:59

※ Please note that course withdrawals will take place before the mid-term examination period. Withdrawal application details CANNOT be changed after the specified deadline.

2. How to

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- c. Withdrawn courses will be exempt from GPA evaluation.
- d. Withdrawn courses will remain on your personal class schedule timetable.
- e. From the 2009 academic year, withdrawn courses will not appear on the transcript.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- g. After withdrawing from a course during the designated withdrawal period, verify that the course has indeed been withdrawn by checking the course enrollment list on the Yonsei Portal System.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 withdraws 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.

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.

연세포털서비스 YONSEI PORTAL SERVICE

Academic Information

Admission Academic Affairs **Courses** Grades Graduation Registration Scholarship Teaching Profession Student Support International student exchange Chapel University Shuttle Bus Service

SEARCH

Student

- Same (re-class) subject inquiry
- Course Handbook
- Application for Domestic Credit Exchange
- Domestic credit exchange application details
- Mileage application details
- Course registration details
- Class time table check
- (Sunset school subject) Application for postgraduate
- Application for withdrawal**
- Test time table check
- Demand Survey for Seasonal

2) Select the Course you want to withdraw from the [2023 Course Registration List for 1학] table, and click the **Withdraw** button.

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Academic Information

Application for withdrawal of course

2023 Course Registration List for 1학

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

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 table lists courses with columns for 'Withdr awal', 'Course Code', 'Grade', 'Practice Training', 'Credit', 'Category', and 'Course Title'. A dropdown menu is open over the 'Withdr awal' column, showing 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 blue circle with the number '1' is next to the dropdown arrow. A blue circle with the number '2' is next to the 'Apply' button in the 'Application for withdrawal of courses.' pop-up window.

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 several confirmation pop-ups. A blue circle with the number '1' is next to the '확인' button in a pop-up asking '수강철회를 진행 하시겠습니까?'. A blue circle with the number '2' is next to the '확인' button in a pop-up asking 'underwood1.yonsei.ac.kr 내용: [Course Withdrawal] Your submission has been processed.'. A success message pop-up also displays 'underwood1.yonsei.ac.kr 내용: [Course Withdrawal] Your submission has been processed.'.

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

Application for withdrawal of course

Courses
Bookmark

다국어등록

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

Courses > Student > Application for withdrawal of course
☰

| Withdr | Course Code | Practice Training | Credit | Course Title |
|--------|-------------------|-------------------|-----------|--|
| Withdr | UIC1581 | 00 | 3 | EASTERN CIVILIZATION |
| | 01 | | | 장화사 |
| Withdr | Course Code | Practice Training | Credit | Course Title |
| Grade | Practice Training | Credit | Professor | |
| Withdr | UIC2151 | 00 | 3 | RESEARCH DESIGN AND QUANTITATIVE METHODS |
| | 03 | | | 로버슨제프리 |
| Withdr | Course Code | Practice Training | Credit | Course Title |
| Grade | Practice Training | Credit | Professor | |
| Withdr | YCA1005 | 00 | 0.5 | 재플(A) |
| | 01 | | | 이정철 |
| Withdr | Course Code | Practice Training | Credit | Course Title |
| Grade | Practice Training | Credit | Professor | |
| Withdr | YCA1101 | 00 | 3 | 기독교와세계문화 |
| | 10 | | | 시가모니체익스피어 |

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Withdrawal List

| Cancel | Course Code | Practice Training | Credit | Course Title | Detail |
|--------|-------------|-------------------|--------|----------------------|--------|
| | Section | Practice Training | Credit | Professor | |
| Cancel | ASP3015 | | ME | MEDIA ART PRODUCTION | Detail |
| | 01 | | 3 | 만리사 | |

✓

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

Yonsei Portal Service Academic Information

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

Application for withdrawal of course × Course registration details

Courses > Student > Application for withdrawal of course

Withdr 01 UIC1581 00 ERN CIVILIZATION 장화사

Withdr Course Code Course Title Professor

Withdr 03 UIC2151 00 CC RESEARCH DESIGN AND QUANTITATIVE METHODS 로버슨체프리

Withdr Course Code Category Course Title

Withdr 01 YCA1005 교기 채플(A) 이장철

Withdr Course Code Category Course Title

Withdr 10 YCA1101 교기 기독교와세계문화 시가모니세익스피어

Withdrawal List

| Cancel | Course Code | Category | Course Title | Detail |
|--------|-------------|-------------------|----------------------|-----------|
| | Section | Practice Training | Credit | Professor |
| Cancel | ASP3015 | ME | MEDIA ART PRODUCTION | Detail |
| | 01 | 00 | 3 | 민리사 |

- 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

Application for withdrawal of course × Course registration details ×

Home Courses > Student > Course registration details

다국어등록

Year-Semester 2023-1st Semester

Current Semester Credits 13 Chapel Seat N

Class Request 재수강횟수사용과목

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

The 'Withdrawal' column for the first course (MEDIA ART PRODUCTION) contains a 'Y' in a red circle, highlighted by a blue box and a hand icon. A blue checkmark is also present above the box.