Course Withdrawal for 2023 Fall Semester

1. Course Withdrawal Period: 2023. 10. 27. (Fri) 09:00 ~ 10. 31 (Tue) 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>

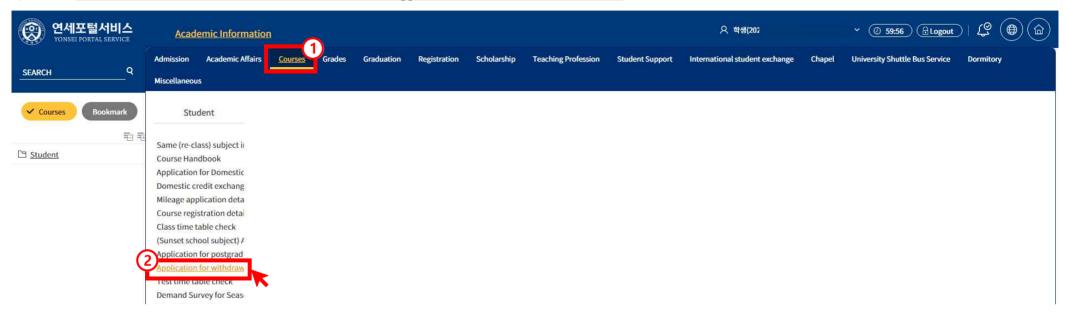
3. Notices

- A. When a student withdraws from a course, he/she cannot add a new course instead.
- B. Students must be registered for 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- C. Withdrawn courses will be exempt from GPA evaluation.
- D. Withdrawn courses will remain on your personal class schedule timetable.
- E. From the 2009 academic year, withdrawn courses will not appear on the transcript.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- G. After withdrawing from a course during the designated withdrawal period, verify that the course has indeed been withdrawn by checking the course enrollment list on the Yonsei Portal System.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 Academic Information System \Rightarrow Academic Information \Rightarrow 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- H. If a student, admitted in 2013 and thereafter, used course repeat opportunity to enroll a course and withdrawn from the course, course repeat opportunity will not be used.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.

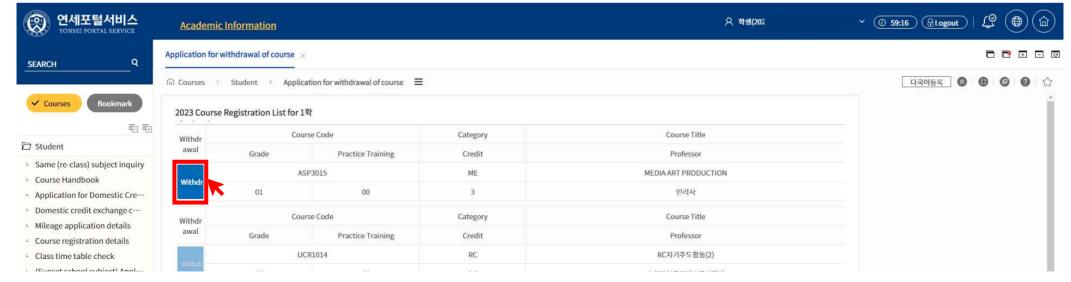
Academic Support Team, Office of Academic Affairs

How to Withdraw a Course

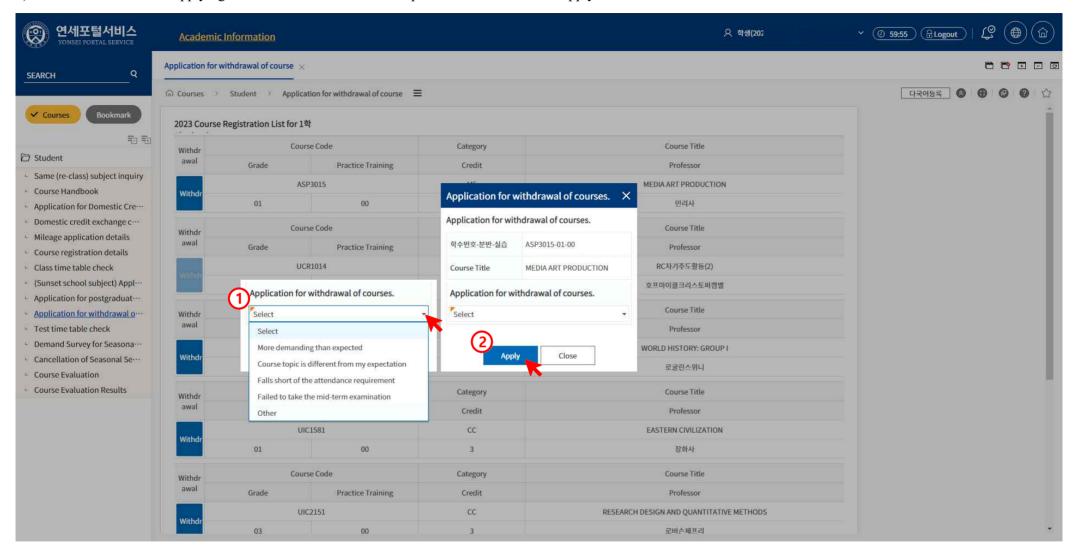
1) Go to Academic Information \Rightarrow Courses \Rightarrow Student \Rightarrow Application for withdrawal of course



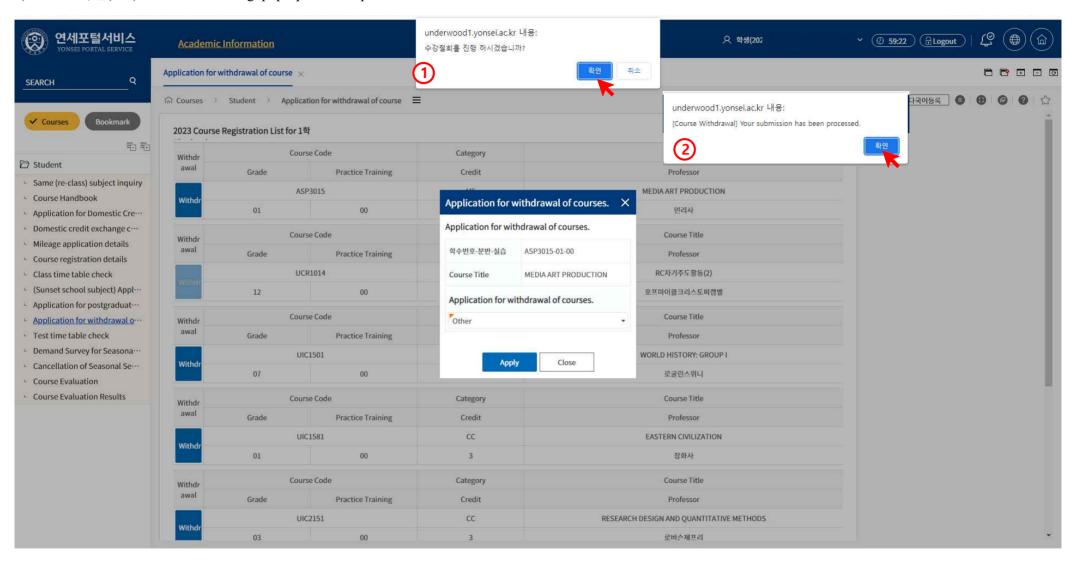
2) Check the Course to be withdrawn from the [2023 Course Registration List for 25/7] table, and click the 'Withdrawal' button.



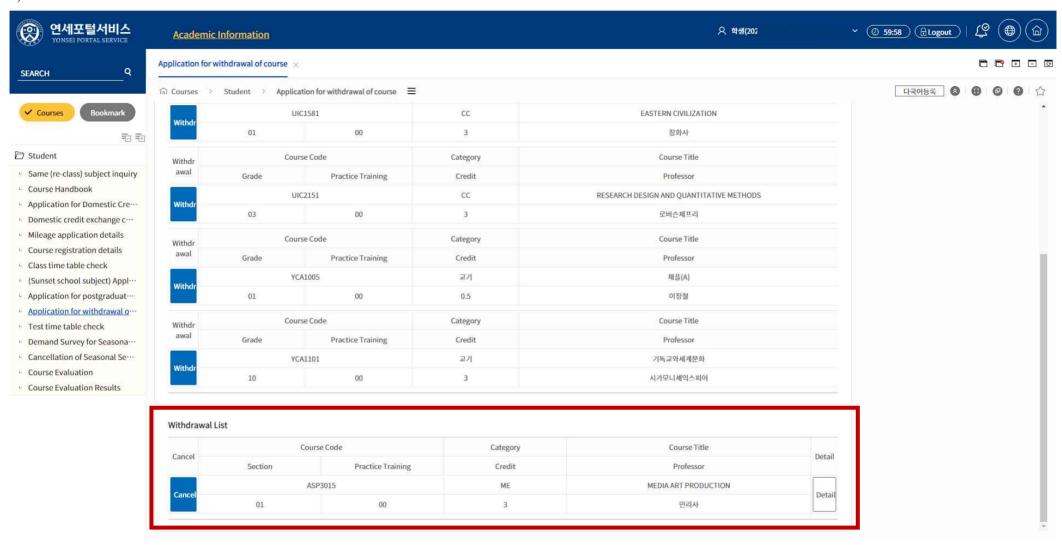
3) Select the reason for applying for withdrawal from the drop-down list and click 'Apply'.



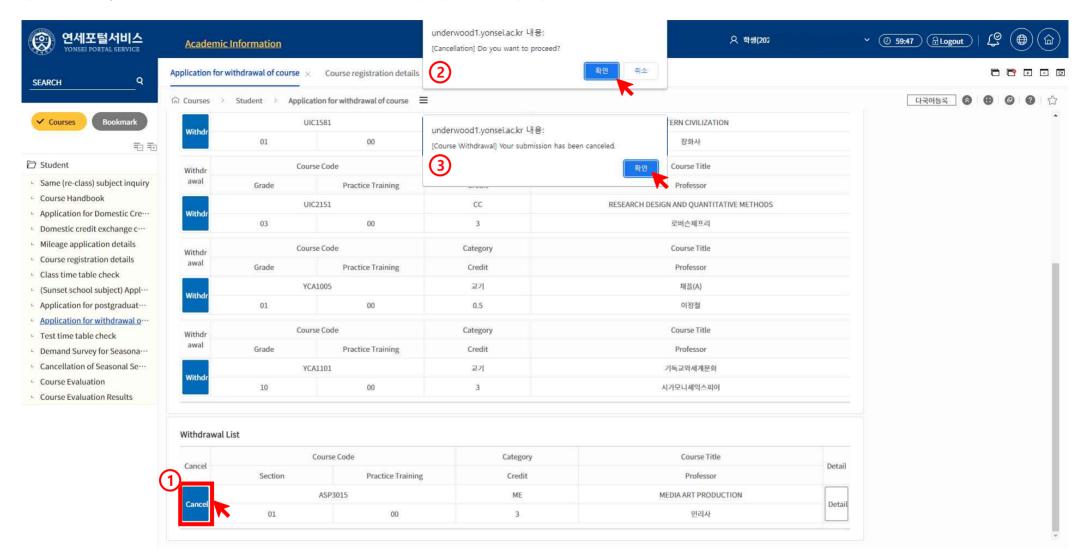
4) Click '확인(OK)' on the following pop-ups to complete course withdrawal.



5) Check the Withdrawal List at the bottom of the screen to check the withdrawal results.



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



7) Check Courses \Rightarrow Student \Rightarrow Course registration details. Make sure "Y" appears in the [withdrawal] column of your withdrawn course.

