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   C. Withdrawn courses will be exempt from GPA evaluation.
   D. Withdrawn courses will remain on your personal class schedule timetable.
   E. From the 2009 academic year, withdrawn courses will not appear on the transcript.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   G. After withdrawing from a course during the designated withdrawal period, verify that the course has indeed been withdrawn by checking the course enrollment list on the Yonsei Portal System.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   H. If a student, admitted in 2013 and thereafter, used course repeat opportunity to enroll a course and withdrawn from the course, course repeat opportunity will not be used.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

2) Select the Course you want to withdraw from the [2024 Course Registration List for 1학기] table, and click the ‘Withdraw’ button.
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.
5) Check the 「Withdrawal List」 at the bottom of the screen to find the withdrawal results.
6) To cancel your withdrawal, click on the ‘Cancel’ button ⇒ ‘확인(Yes)’ ⇒ ‘확인(Yes)’.
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 Make sure “Y” appears in the [withdrawal] column of your withdrawn course. Note that withdrawn courses will remain on your personal class timetable.