Course Withdrawal for 2016 Spring Semester

1. Course Withdrawal Period: April 4(Mon.) 09:00 ~ 6(Wed) 23:59

2. Directions

Go to Yonsei Portal Services (http://portal.yonsei.ac.kr/) \Rightarrow Academic Information System \Rightarrow Academic Management System(Degree Programs) \Rightarrow Course \Rightarrow Course Enrollment \Rightarrow Apply for withdrawal

3. Notices

A. When a student withdraws from a course, (s)he may not register for any other course in its place.

B. Students must be registered for at least one credit after the withdrawal becomes effective.

C. Withdrawn courses will be exempt from evaluation.

D. Please be advised that the withdrawn courses will not disappear from your personal class schedule table.

E. From the 2009 academic year, withdrawn course will not appear on the transcript.

F. For the courses withdrawn in and before 2008, a "W" will not disappear on the transcript even though students repeat those courses.

G. Students with course withdrawals are ineligible to apply for extra credits in the next semester or for academic honor roll though their GPA may meet the requirements.

H. After withdrawing from a course during the designated period, verify that the course has indeed been withdrawn by checking the course enrollment list on the Yonsei Portal System.

Academic Support Team, Office of Academic Affairs

How to Apply for Withdrawal

1) Go to Course \Rightarrow Course Enrollment \Rightarrow Apply for withdrawal

(Read Notices)

연세대학교 Yonsel UNIVERSITY		•	LOGOUTQuick Link	♥ 한국어 (PRE)Syste								
Student Record	Notices > Notices											
Course	구분 내용 서비스기간 공지기간											
• Registration	수강	학부 수강철회 기간	2016.03.04-2016.05.06	2016.03.21-2016.04.09								
🗈 Scholarship	2016-1학기 학부 수 2016-1학기 수강신청	강과목 철회 안내 경한 과목 중 부득이한 사유로 계속 수강할 수 없는 경우는 다음의 안내에 따라 지정된 기7	안에 철회하시기 바랍니다.									
• Majors	1. 수강철회 절차 학사포탈시스템(포탈시스템 → 학사관리→ 교과/수강 → 수강철회 → 수강철회신청)에서 학생이 직접 온라인으로 철회를 신청											
Careers	2. 수강철회 기간 : 2016. 4. 4(월) 09:00 ~ 4. 6(수) 23:59											
School Life	 유의 사항 수강과목 철회 후 다른 과목으로 대체 수강신청 할 수 없으며, 수강과목 철회 후에도 신청학점이 최소 1학점 이상이 되어야 합니다. 철회한 과목은 성적평가에서 제외되며, 성적증명서에 기재되지 않습니다. 2008학년도 이전에 철회한 교과목의 경우 다시 이수하더라도 철회한 기록이 삭제되지 않습니다. 수강과목을 철회한 학생은 학칙 제43조2항에 의하여 학점초과 신청이나 우등생(최우등생, 우등생, 우등생, 우수생) 및 최우등졸업생, 우등졸업생 대상에서 제외됩니다. 수강과목을 철회한 학생은 학칙 제43조2항에 의하여 학점초과 신청이나 우동생(최우등생, 우동생, 우동생, 우수생) 및 최우등졸업생, 우등졸업생 대상에서 제외됩니다. 수강철회 후 학사포탈내 개인시간표에서 과목이 삭제되지 않으니, 철회 후 반드시 수강내역 확인 : 수강철회 신청 후에 학사포탈시스템(포탈시스템 → 학사관리→ 편람/수강 → 수 강신청 내역)에서 확인 Course Withdrawal for 2016 Spring Semester Course Withdrawal Period: April 4(Mon.) 09:00 ~ 6(Wed.) 23:59 											
		Services (http://portal.yonsei.ac.kr/main/indexe.jsp) \Rightarrow Academic Information System \Rightarrow Enrollment \Rightarrow Course Withdrawal \Rightarrow Apply for Withdrawal	Academic Management System(Degr	ee Programs) ⇒								
	B. Students must be C. Withdrawn course D. Please be advised	withdraws from a course, (s)he may not register for any other course in its place. registered for at least one credit after the withdrawal becomes effective. es will be exempt from evaluation. If that the withdrawn courses will not disappear from your personal class schedule table ademic year, withdrawn course will not appear on the transcript.	ð.									

2) Choose 'Reason' for Course Withdrawal

연세대학교 YONSEI UNIVERSITY				Q	LOGOUT	Quick Link	한국이	(PRE)System
Student Record	Course Enrollment	Apply for withdrawal					Notice O	+ \star
 Course Course Catalogue Course Enrollment Enrollment Status 	수강 철회를 원하시면	과목이 존재하지 않습니다. 전 아래 교과목 리스트에서 신청해 주세요 lease choose a course to withdraw on the be	low list.					
Course Schedule	Course Code-Sec	Course Title	Credit	Instructor	Time	Location	Reason	Apply
Identical Courses	BSP1101-02-00	APPLIED MUSIC	3	KIM SANG JIN			Course topic is diff 🔻	
Course Assignments	BSP1111-02-00	ORCHESTRA	2	Choi Soo-Yeoul	Tue7,8,9,Fri7,8,9	Mus(A)201		택_
 Apply for withdrawal Wish Course Research 	BSP2119-10-00	CHAMBER ENSEMBLE	2	최은정				g than expected nt from my expectation
 Attendance Requirement W 	BSP3116-01-00	BRASS-WIND ENSEMBLE(6)	1	Lee Cheol-Woong	Fri5,6	Mus(A)201	Ot -ਦ=	her
Grading Browse	CMP2204-03-00	HARMONICS(4)	2	Song Moo Kyoung	Thu5,6	Mus(A)103	-선택- ▼	
Course Evaluation	CMP2206-03-00	HISTORY OF MUSIC(2)	2	Oh, Yun-Rok	Mon3,4	Mus(A)103	-선택- ▼	
Electronic Attendance Register	CMP3204-02-00	FORM & ANALYSIS	3	Lee Moon Suk	Tue2,3,4	Mus(B)416	-선택- ▼	
Registration	UCC1104-01-00	MODERN THEORY OF LIFE	3	Kim, Woo Taek	Mon5,6,Wed6	SRC321	-선택- ▼	
	UCI2001-18-00	VOLUNTEER SERVICE	1	Lee Cheol-Woong			-선택- ▼	
Scholarship	L							

3) Click 예(Yes)/아니오(No) to withdraw a course

	n.html			0	LOGOUT	Quick Link-	· 한국어	(PRE)System
Student Record	Notice C	Notice Open						
Course	신청 결과 (Withd	rawal Results)						
Course Cotale and		과목이 존재하지 않습니다. 변 아래 교과목 리스트에서 신청해 주세요	Co	nfirm				
		lease choose a course to withdraw on the below lis	st.	Do you want to withdra	w this course?			
Enrollment Status	교과목 리스트 (Ei	nrollment Status)						
Course Schedule	Course Code-Sec		Cr	예 아	니오	n	Reason	Apply
Identical Courses	BSP1101-02-00	APPLIED MUSIC	3	KIM SANG JIN			Course topic is diffe	
Course Assignments	BSP1111-02-00	ORCHESTRA	2	Choi Soo-Yeoul	Tue7,8,9,Fri7,8,9	Mus(A)201	-선택- ▼	B
Apply for withdrawal	BSP2119-10-00	CHAMBER ENSEMBLE	2	최은정			-선택- *	
Wish Course Research								
Attendance Requirement W	BSP3116-01-00	BRASS-WIND ENSEMBLE(6)	1	Lee Cheol-Woong	Fri5,6	Mus(A)201	-선택- ▼	
 Grading Browse 	CMP2204-03-00	HARMONICS(4)	2	Song Moo Kyoung	Thu5,6	Mus(A)103	-선택- 🔻	
Course Evaluation	CMP2206-03-00	HISTORY OF MUSIC(2)	2	Oh, Yun-Rok	Mon3,4	Mus(A)103	-선택- 🔻	
Electronic Attendance Register	CMP3204-02-00	FORM & ANALYSIS	3	Lee Moon Suk	Tue2,3,4	Mus(B)416	-선택- 🔻	
Registration	UCC1104-01-00	MODERN THEORY OF LIFE	3	Kim, Woo Taek	Mon5,6,Wed6	SRC321	-선택- ▼	
	UCI2001-18-00	VOLUNTEER SERVICE	1	Lee Cheol-Woong			-선택- ▼	

4) Double check Withdrawal Results for your course withdrawal

연세대학교 YONSEI UNIVERSITY				0	LOGOUT	Quick Link	▼ 한국어	(PRE)System
Student Record	Course Enrollment	Apply for withdrawal					Notice Op	+ men ★
Course	신청 결과 (Withd	rawal Results)						
• Course Catalogue	Course Code-Sec	Course Title	Credit	Instructor	Time	Location	Reason	Cancel
 Course Enrollment 	BSP1101-02-00	APPLIED MUSIC	3	KIM SANG JIN			Course topic is differe	+
 Enrollment Status 								
Course Schedule								
Identical Courses								
Course Assignments								
Apply for withdrawal								
Wish Course Research								
Attendance Requirement W								
 Grading Browse 								
 Course Evaluation 								
 Electronic Attendance Register 								
Registration	교과목 리스트 (Er	nrollment Status)						
 Scholarship 	Course Code-Sec	Course Title	Credit	Instructor	Time	Location	Reason	Apply
	BSP1111-02-00	ORCHESTRA	2	Choi Soo-Yeoul	Tue7,8,9,Fri7,8,9	Mus(A)201	-선택- 🔻	
Majors	BSP2119-10-00	CHAMBER ENSEMBLE	2	최은정			-선택- ▼	
							1160	

5) To cancel your withdrawal, click cancel 예(Yes)/아니오(No)

원세대학교 로그인 http://localhost;8080/ysm/login Yonsei University	html			0	LOGOUT	Quick Link	▼ 한국이	(PRE)System
Student Record	Course Enrollment > Apply for	withdrawal					Notice O	+ pen ★
Course	신청 결과 (Withdrawal Results)	1						
Course Catalogue	Course Code-SecI	Course Title	Cri ^{확인}			n	Reason	Cancel
 Course Enrollment 	BSP1101-02-00 APPLIED MUSIC	2	Do	o you want to cancel	the withdrawal?		Course topic is differe	*
 Enrollment Status 								
Course Schedule				<u>예</u> 이	니오			
Identical Courses								
Course Assignments								
Apply for withdrawal								
Wish Course Research								
Attendance Requirement W								
Grading Browse								
Course Evaluation								
Electronic Attendance Register								
Registration	교과목 리스트 (Enrollment Stat	us)						
Scholarship	Course Code-SecL	Course Title	Credit	Instructor	Time	Location	Reason	Apply
	BSP1111-02-00 ORCHESTRA		2	Choi Soo-Yeoul	Tue7,8,9,Fri7,8,9	Mus(A)201	-선택- ▼	

6) Check Course Enrollment>Enrollment Status for your withdraw course. 'W' means Wthdraw

영세대학교 Yonsel UNIVERSITY							0	LOGOUT	Quick	: Link	▼ 한국어	(PRE)Syste
Student Record	Course Enrollment > Enrollment Status										+ Open 🔸	
Course	구분 김	구분 검색 2ND SEMESTER, 2015 ✔										Print
Course Catalogue												
Course Enrollment	Current Se	mester Credits 1	9.0		Cha	pel Seat No.						
Enrollment Status	Group	Course Code	Sec	Lab		Course Title	Credit	Instructor	Time	Location	Withdrawal	Reference
Course Schedule	1000	BSP1101	02	00	0	APPLIED MUSIC	3	KIM SANG JI			W	
 Identical Courses 	1000	BSP1111	02	00	0	ORCHESTRA	2		Tue7,8,9,Fri7,	Mus(A)201		
Course Assignments									Tue7,8,9,FI17,	MUS(A)201		
 Apply for withdrawal 	2000	BSP2119	10	00	0	CHAMBER ENSEMBLE	2	최은정				
Wish Course Research	3000	BSP3116	01	00		BRASS-WIND ENSEMBLE(6)	1	Lee Cheol-W	Fri5,6	Mus(A)201		
Attendance Requirement W	2000	CMP2204	03	00		HARMONICS(4)	2	Song Moo K	Thu5,6	Mus(A)103		
 Grading Browse 	2000	CMP2206	03	00		HISTORY OF MUSIC(2)	2	Oh, Yun-Rok	Mon3,4	Mus(A)103		
Course Evaluation	3000	CMP3204	02	00		FORM & ANALYSIS	3	Lee Moon Su	Tue2,3,4	Mus(B)416		
Electronic Attendance Register	1000	UCC1104	01	00		MODERN THEORY OF LIFE	3	Kim, Woo Ta	Mon5,6,Wed6	SRC321		
Registration	2000	UCI2001	18	00		VOLUNTEER SERVICE	1	Lee Cheol-W				

🗄 Scholarship