

Course Withdrawal(W) Notice for Graduates in the Spring Semester of 2023

○ This is the guideline for the course withdrawal period & method for Graduates of 2023 Spring semester. Students who wish to withdraw courses, please withdraw within the designated period. Course withdrawal is unavailable after that period.

1 Subject Students: Graduate students (Includes students from other schools)

2 Period: 2023. 3. 30.(Thu) 09:00 ~ 4. 5.(Wed) 18:00

3 Procedure of Course Withdrawal

- A. Onestop → 로그인(log-in) → 수업 (Classes) → 수강 취소 (Course Withdrawal) → Write down application of the course withdrawal on 정규 학기 웹신청 (Withdrawal for Regular Semester) and Print it out
- B. Obtain 'Permission(stamp or signature) from the professor in charge of the subject' on the application of the course withdrawal and submit it to the office of affiliated department office by 18:00 on Apr. 5th, 2023 (Tuesday).

C. Withdrawal Procedure Schedule

Division	The dept. in charge	Schedule	Progress/ Result Confirmation Menu
1 st Confirmation	Affiliated Dept.	Apr. 6.(Thu) ~ 7.(Fri)	Onestop – 수업 (Classes) – 수강 취소 (정규/계절) (Course Withdrawal (Regular / Summer · Winter – 정규 학기 웹신청 (Withdrawal for Regular Semesters))
2 nd Confirmation		Apr. 7.(Fri) ~ 10.(Mon)	
Final Confirmation	Academic Affairs	Apr. 11.(Tue)	
Result Confirmation	Students	Apr. 12.(Wed)	Onestop – 수업 (Classes) – 수강신청 및 확인 (Course Registration & Confirmation) – 수강 확인 (Course Registration Result)

4 The Number of Courses Students can Withdraw: Within 2 courses

The remaining credits registered after the withdrawal(W) must be at least 3 credits or more .(Students from Law school : The remaining credits registered after the withdrawal (W) must be at least 9 credits or more)

5 Notes

- A. Additional application after the course withdrawal period is not available.
- B. Withdrawn courses will not be listed on the academic transcript and are excluded from grade evaluation , credit acquisition or GPA calculation.
- C. Students who apply for course withdrawal must confirm the final application result through “Onestop → 수업(Classes) → 수강신청및 확인(Course Registration & Confirmation) → 수강확인(Course Registration Result)” from Apr. 12.(Wed) and the result must be printed and kept by oneself.
Any disadvantages caused by not checking are in students’ responsibility.
- D. Please contact the Accouting Dept.(051-510-1051), in case the students who applied for “payments per credit (차등납부대상자),” such as flunk, excess of school years and etc. have inquiries regarding to refund of tuition fee.
- E. Please contact affiliated dept. office or college for process of cancellation or other further inquiries.