

Course Withdrawal Application Manual (for Students)

Course Withdrawal Process

Student Application → Course Instructor Approval → Department Chair Approval → Academic Affairs Office Approval → Process Completed

1. Log in to the University Information System

Enter your ID (student number) and password to log in.

2. Select the Course Withdrawal Menu and Check the Guidelines

Select the Course Withdrawal Application menu. Carefully read the instructions shown in the message box, then click 'Confirm' to proceed.

3. Search for Courses and Apply for Withdrawal

Search the list of your currently registered courses. Select the course(s) you wish to withdraw from and submit the withdrawal request.

4. Review Application Details and Complete Submission

After clicking the 'Apply' button, review the message box contents carefully. Click 'Yes' to confirm and complete your withdrawal application. Make sure to check that the application has been successfully submitted.

5. Cancel a Withdrawal Application

If you wish to cancel a withdrawal request, click the 'Cancel' button next to the course you applied for withdrawal.

Caution: If the application status shows 'Instructor Approved' or 'Final Approval,' cancellation is not possible.

Cancellation Confirmation Screen

The screen will display a confirmation message once the cancellation has been completed.