Seoul National University
Course Drop (Withdrawal) Manual

Office of Academic Affairs,
Division of Educational Affairs
Course Registration
Drop (Withdrawal)
Spring/Autumn semester
(For Students)
1. Access: mySNU > Student Service > Class > Course Drop (Regular Semester)

### Course Drop (Regular Sem.)

- **Year**: 2021
- **Semester**: 1st Semester

<table>
<thead>
<tr>
<th>Reg. Credits</th>
<th>Cancelled</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Status</th>
<th>Application Date</th>
<th>Crs. Reg. Status</th>
<th>Crs. No.</th>
<th>Lec. No.</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Grades</th>
<th>Instructor</th>
<th>Cancellation Reason</th>
<th>Other remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>Valid</td>
<td>044.002</td>
<td>001</td>
<td>Introduction of Contemporary Political World</td>
<td>Subject for Liberal Education</td>
<td>3.3</td>
<td></td>
<td></td>
<td>like course next time.</td>
<td></td>
</tr>
</tbody>
</table>

---

**Note**

1. Period for withdrawal from courses: 2021-03-25 ~ 2021-04-29
2. Process of withdrawal from courses: (Online application) → (Approval of the Professor)
3. A thesis you withdraw is canceled on your record and not added to GPA and credits.
4. If an enrolled course is "Save", the application for cancellation of the course is completed only by clicking the "Apply" button.
5. If the current status is "Save", the cancellation of the course is completed only by clicking the "Apply" button.
2. Apply: Enter ‘Cancellation Reason’ > Save > Apply (Status: Waiting for approval)
   ▶ Cancel Application: valid only before instructor’s approval
   ▶ If you only click ‘Save’ (Status: Save), your course drop request is not completed.

<table>
<thead>
<tr>
<th>Course Drop (Regular Sem.)</th>
<th>New</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong>: 2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Semester</strong>: 1st Semester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reg. Credits</th>
<th>3</th>
<th>Cancelled</th>
<th>0</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status</td>
<td>Application Date</td>
<td>Crs. Reg. Status</td>
<td>Crs. No.</td>
<td>Lec. No.</td>
</tr>
<tr>
<td>Waiting for approval</td>
<td>2021-01-25</td>
<td>Valid</td>
<td>044.002</td>
<td>001</td>
</tr>
</tbody>
</table>

**Note**

1. Period for withdrawal from course
2. Process of withdrawal from courses: (Dossier approval) --> (Approval of the Professor)
3. A class withdrawal is recorded on your report card and not added to GPAs or Grade Point Averages.
4. This process does not apply to students enrolled in the Winter or Winter Session.
5. If the current status is “Save”, the application for cancellation of the course is completed only by clicking the “Apply” button.
3-1. Instructor’s approval: Status ‘Accepted’ & Registration status becomes ‘Invalid’

![Image of a university web portal page showing a course drop form with the status 'Accepted' and 'Invalid' highlighted.](image)

**Course Drop (Regular Sem.)**

<table>
<thead>
<tr>
<th>Reg. Credits</th>
<th>3</th>
<th>Cancelled</th>
<th>3</th>
<th>Total Credits</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status</td>
<td>Accepted</td>
<td>2021-01-25</td>
<td>Inval...</td>
<td>044.002</td>
<td>001</td>
</tr>
</tbody>
</table>

**Note:**
1. Period for withdrawal from courses: **Deadline:** Approval by the Professor
2. A class cannot be withdrawn during the semester.
3. A class withdrawn is recorded on your report card. This also affects your GPA and credit hours.
4. University regulations may vary; please consult with the academic advisor.
5. You may be required to purchase course materials as determined by the instructor.
6. If the current status is "Save", the application for cancellation of the course must be completed only by clicking the "Apply" button.
### Course Drop (Regular Sem.)

<table>
<thead>
<tr>
<th>Reg. Credits</th>
<th>Current Status</th>
<th>Application Date</th>
<th>Crn. Reg. Status</th>
<th>Crn. No.</th>
<th>Lec. No.</th>
<th>Course Name</th>
<th>Course Type</th>
<th>Grades</th>
<th>Instructor</th>
<th>Cancellation Reason</th>
<th>Other remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Returned</td>
<td>044.023</td>
<td>002</td>
<td>North Korean Studies</td>
<td>Subject for Liberal Education</td>
<td>3.3-0</td>
<td>Valid</td>
<td>212.2021</td>
<td>061</td>
<td>Macroeconomics</td>
<td>Requisite Survey for Major</td>
</tr>
</tbody>
</table>

#### Note
1. To withdraw from a course, (1) Visit the "Course Drop" page. (2) Select the course to withdraw from. (3) Click the "Withdraw" button. (4) Click the "Apply" button. (5) Enter your student ID and password. (6) Submit the withdrawal request. (7) Wait for approval. (8) If approved, the course will be removed from your course schedule. (9) If rejected, you may need to resubmit the withdrawal request. (10) If you do not withdraw within a specified time frame, your course will be considered an "attended" course.
2. If you withdraw from a course after the specified time frame, you will be required to take a make-up exam or complete additional coursework. (11) Contact your advisor for guidance.
3. If you withdraw from a course that is required for your degree, you will need to complete additional coursework to fulfill your degree requirements.
4. If you withdraw from a course that is being taken for transfer credits, you will need to contact your transfer credit advisor to determine whether the credits will be accepted.
5. If you withdraw from a course that is being taken for financial aid purposes, you will need to contact your financial aid advisor to determine whether the withdraw will affect your financial aid eligibility.
6. If you withdraw from a course that is being taken for credit, you will need to contact your academic advisor to determine whether the credits will be recorded on your transcript.
7. If you withdraw from a course that is being taken for audit purposes, you will need to contact your academic advisor to determine whether the credits will be recorded on your transcript.
8. If you withdraw from a course that is being taken for research purposes, you will need to contact your research advisor to determine whether the credits will be recorded on your transcript.
9. If you withdraw from a course that is being taken for community service purposes, you will need to contact your community service advisor to determine whether the credits will be recorded on your transcript.
10. If you withdraw from a course that is being taken for military purposes, you will need to contact your military advisor to determine whether the credits will be recorded on your transcript.
11. If you withdraw from a course that is being taken for religious purposes, you will need to contact your religious advisor to determine whether the credits will be recorded on your transcript.
12. If you withdraw from a course that is being taken for personal purposes, you will need to contact your personal advisor to determine whether the credits will be recorded on your transcript.
13. If you withdraw from a course that is being taken for professional purposes, you will need to contact your professional advisor to determine whether the credits will be recorded on your transcript.
14. If you withdraw from a course that is being taken for artistic purposes, you will need to contact your artistic advisor to determine whether the credits will be recorded on your transcript.
15. If you withdraw from a course that is being taken for athletic purposes, you will need to contact your athletic advisor to determine whether the credits will be recorded on your transcript.