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>3</th>
<th>Cancelled</th>
<th>0</th>
<th>Total Credits</th>
<th>3</th>
</tr>
</thead>
</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>Saved</td>
<td>Valid</td>
<td>044-002</td>
<td>001</td>
<td></td>
<td>Introduction of Contemporary Political World</td>
<td>Subject for Liberal Education</td>
<td>3.30</td>
<td></td>
<td>DELETE/CHANGE next time.</td>
<td></td>
</tr>
</tbody>
</table>

**Note**
1. Period for withdrawal from courses: 2021.01.26 ~ 2021.01.29
2. Process of withdrawal from courses: [Online application] → [Approval of the Professor]
3. A student who withdraws is recorded on your report and not added to GPA and credits.
4. If an entire semester is "Valid", the application for 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.

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<th>Grades</th>
<th>Instructor</th>
<th>Cancellation Reason</th>
<th>Other remarks</th>
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</thead>
<tbody>
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<td>2021-01-25</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>3.3-0</td>
<td>Faulk</td>
<td>course next</td>
<td></td>
</tr>
</tbody>
</table>

**Note**

1. Period for withdrawal from courses
2. Process of withdrawal from courses: (Submit application) → (Approval of the Professor)
3. A class withdrawal is recorded on your record and not added to GPA. Legal credits.
4. If you withdraw after the second week of the semester, the instructor will be notified.
5. If this 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’
### 3-2. Instructor’s rejection: Status ‘Returned’ & Registration status will be ‘valid’

#### Course Drop (Regular Semester)

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

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<th>Other remarks</th>
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<tbody>
<tr>
<td>6</td>
<td>Returned</td>
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<td>002</td>
<td>North Korean Studies</td>
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<tr>
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<td>001</td>
<td>Macroeconomics</td>
<td>Requisite for Major</td>
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</tbody>
</table>

**Note**

1. Failed to withdraw from courses.
2. Process of withdrawal from courses. (Online application) - Support of the Professor.
3. A course withdrawal is recorded on your report card and will be added to GPA/CGPA totals.
4. In an extra course, at least one course must be taken. Otherwise, you will be expelled.
5. If the current status is “Pop”, the application for cancellation of the course is completed only by clicking the “Apply” button.