

# **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)

mysNU 서울대학교 포털

서울대학교 학사정보시스템  
Information Systems of SNU

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Grades

Student Service > Class/Grade > Class > Course Drop(Regular Semester)

Course Drop(Regular Sem.)

Year 2021 Semester 1st Semester Search

Save Apply Cancel Application

Reg. Credits	3	Cancelled	0	Total Credits	3					
Current Status	Application Date	Crs. Reg. Status	Crs. No.	Lec. No.	Course Name	Course Type	Grades	Instructor	Cancellation Reason	Other remarks
Save		Valid	044.002	001	Introduction of Contemporary Political World	Subject for Liberal Education	3-3-0		ake course next time.	

[Number of cases:1Counts] Found

Note

1. Period for withdrawal from courses : 2021-01-25 ~ 2021-01-29  
2. Process of withdrawal from courses : [Online applying] → [approval of the Professor]  
3. A class you withdrawal is recorded on your report card and not added to GPA/Total credits.  
4. In an extra semester, at least one course must be taken. Otherwise, you will be expelled.  
5. If the current status is "Save", 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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Grades

Student Service > Class/Grade > Class > Course Drop(Regular Semester)

Course Drop(Regular Sem.) Note Help

Year 2021 Semester 1st Semester Search

Save Apply Cancel Application

Reg. Credits	3	Cancelled	0	Total Credits	3					
Current Status	Application Date	Crs. Reg. Status	Crs. No.	Lec. No.	Course Name	Course Type	Grades	Instructor	Cancellation Reason	Other remarks
Waiting for approval	2021-01-25	Valid	044.002	001	Introduction of Contemporary Political World	Subject for Liberal Education	3-3-0		I will take course next	

[Number of cases:1 Counts] Found

Note

1. Period for withdrawal from courses
2. Process of withdrawal from courses : [Online applying] → [approval of the Professor]
3. A class you withdrawal is recorded on your report card and not added to GPA/Total credits.
4. In an extra semester, at least one course must be taken. Otherwise, you will be expelled.
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'

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Student Service > Class/Grade > Class > Course Drop(Regular Semester)

Course Drop(Regular Sem.)

Year 2021 Semester 1st Semester Search

Save Apply Cancel Application

Reg. Credits	3	Cancelled	3	Total Credits	0					
Current Status	Application Date	Crs. Reg. Status	Crs. No.	Lec. No.	Course Name	Course Type	Grades	Instructor	Cancellation Reason	Other remarks
Accepted	2021-01-25	Invalid	044.002	001	Introduction of Contemporary Political World	Subject for Liberal Education	3-3-0		I wil take course next	

[Number of cases:1Counts] Found

Note

- 1. Period for withdrawal from courses
- 2. Process of withdrawal from courses : [Online applying] → [approval of the Professor]
- 3. A class you withdrawal is recorded on your report card and not added to GPA/Total credits.
- 4. In an extra semester, at least one course must be taken. Otherwise, you will be expelled.
- 5. If the current status is "Save", the application for cancellation of the course is completed only by clicking the "Apply" button.

# 3-2. Instructor's rejection: Status 'Returned' & Registration status will be 'valid'

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Grades

Courses

Student Service > Class/Grade > Class > Course Drop(Regular Semester)

Course Drop(Regular Sem.)

Year 2021 Semester 1st Semester Search

Save Apply Cancel Application

Reg. Credits	6	Cancelled	0	Total Credits	6					
Current Status	Application Date	Crs. Reg. Status	Crs. No.	Lec. No.	Course Name	Course Type	Grades	Instructor	Cancellation Reason	Other remarks
Returned		Valid	044.023	002	North Korean Studies	Subject for Liberal Education	3-3-0		I'll take this course ne	수강취소할 수 없습니다.
		Valid	212.202	001	Macroeconomics	Requisite Subject for Major	3-3-0			

[Number of cases:2]Counts Found

Note

1. Period for withdrawal from courses : .....

2. Process of withdrawal from courses : [Online applying] → [approval of the Professor]

3. A class you withdrawal is recorded on your report card and not added to GPA/Total credits.

4. In an extra semester, at least one course must be taken. Otherwise, you will be expelled.

5. If the current status is "Save", the application for cancellation of the course is completed only by clicking the "Apply" button.

**Course Registration**  
**Drop(Withdrawal) Approval**  
**Spring/Autumn semester**  
**(For Instructors)**

1. Access: mySNU > Professor Service > Give Approval > Manage Approvals > Spring/Autumn Semester Course Drop Approval  
✖ Instructors will get request notice by SMS/E-mail

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Approval Processing

Counts

Request	Counts	Approval	Application Info.
Spring/Autumn Semester Course drop Approval	1	Approval	View Details
Scholarship Selection Application	0	Approval	View Details
Work-study/Living Expenses Monthly Fixed/Overseas Study Scholarship Application	0	Approval	View Details
Summer/Winter Semester Course drop Approval	0	Approval	View Details

Approval Request Details

Application Date2020-07-26~2021-01-26AllApproval StatusApplicationRequestScholarship Selection ApplikatSearch

Request	Requested by	Request Date	Approval Status	Current Status
Spring/Autumn Semester Course drop Approval	2018-18921 JUNG CHAE YOUNG	2021-01-25	Application	Waiting for approval

[Number of cases:1Counts] Found



## 2. Approve/Reject: Search > Approval/Reject

※ Mandatory to enter reason when rejecting course drop request.

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Spring/Autumn Semester Course drop Approval

Current Status: All, Clas.: College/Graduate School, Year: 2021, Semester: 1st Semester

Search

수강취소신청자정보

Previous Page, SMS, E-Mail, Approval, Reject

	Current Status	Course Type	Course Name	Crs. No.	Lec. No.	Student Identification Number	Name	Year	Cancellation Reason	Other remarks
<input type="checkbox"/>	Waiting for approval	Subject for Liberal Education	Introduction of Contemporary Political World	044.002	001				I wil take course next time.	

(Number of cases:1Counts) Found

Details

College (Graduate School)	College of Social Sciences	Department	Department of Political Science and International Relations
Major	Political Science Major	Courses Credits	3
Degree Program	Bachelor		
Cancellation Reason	I wil take course next time.		

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# 3-1. Approval: Status 'Accepted'

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	Current Status	Course Type	Course Name	Crs. No.	Lec. No.	Student Identification Number	Name	Year	Cancellation Reason	Other remarks
<input type="checkbox"/>	Accepted	Subject for Liberal Education	Introduction of Contemporary Political World	044.002	001				I wil take course next time.	

Number of cases:1Counts Found

Details

College (Graduate School)	College of Social Sciences	Department	Department of Political Science and International Relations
Major	Political Science Major	Courses Credits	
Degree Program	Bachelor		
Cancellation Reason	I wil take course next time.		

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## 3-2. Rejection: Status 'Returned'

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	Current Status	Course Type	Course Name	Crs. No.	Lec. No.	Student Identification Number	Name	Year	Cancellation Reason	Other remarks
<input checked="" type="checkbox"/>	Returned	Subject for Liberal Education	North Korean Studies	044.023	002				I'll take this course next time	수강취소할 수 없습니다.

[Number of cases:1Counts] Found

Details

College (Graduate School)	College of Social Sciences	Department	Department of Economics
Major	Economics Major	Courses Credits	6
Degree Program	Bachelor		
Cancellation Reason	I'll take this course next time		

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