

Course Withdrawal for Fall Semester 2026

1. Course Withdrawal Period: 2026. 10. 13. (Tue) 09:00 ~ 10. 15. (Thur) 23:59

※ Please note that course withdrawals will take place before the mid-term examination period. Withdrawal application details CANNOT be changed after the specified deadline.

2. How to

Go to Yonsei Portal Services (<http://portal.yonsei.ac.kr/>) ⇒ Academic Information System ⇒ Academic Information ⇒ Courses ⇒ Student ⇒ Application for withdrawal of course

3. Notes

- a. Courses such as Volunteer Service, RC Self-directed Activity, Social Engagement and GD Section (Military Course) are not eligible for course withdrawal.
- b. When a student withdraws from a course, he/she cannot add a new course instead.
- c. Students must be enrolled in at least one course after the withdrawal becomes effective.
- d. Withdrawn courses will be exempt from GPA evaluation.
- e. Withdrawn courses will remain on your personal class schedule timetable.
- f. From the 2009 academic year, withdrawn courses will not appear on the transcript.
- g. Students with course withdrawals are not eligible to apply for extra credits in the next semester and for academic honor roll though their GPA may meet the requirements.
- h. After withdrawing from a course during the designated withdrawal period, verify that the course has indeed been withdrawn by checking the course enrollment list on the Yonsei Portal System.
(Yonsei Portal ⇒ Academic Information System ⇒ Academic Information ⇒ Courses ⇒ Course registration details)
- i. If a student, admitted in 2013 and thereafter, used course repeat opportunity to enroll a course and withdraws from the course, course repeat opportunity will not be used.
- j. For information regarding the withdrawal, please contact Academic Support Team at 02-2123-2090.
- k. For information regarding the scholarship, please contact Student Affairs and Services Service Team at 02-2123-8191.

Academic Support Team, Office of Academic Affairs

How to Withdraw a Course

- 1) Go to **Academic Information** ⇒ **Courses** ⇒ **Student** ⇒ **Application for withdrawal of course** menu.

The screenshot shows the Yonsei Portal Service interface. The top navigation bar includes 'Academic Information', 'Courses', 'Grades', 'Graduation', 'Registration', 'Scholarship', 'Teaching Profession', 'Student Support', 'International student exchange', 'Chapel', and 'University Shuttle Bus Service'. The 'Courses' menu is highlighted. Below it, the 'Student' menu is selected, and the 'Application for withdrawal of course' option is highlighted with a blue box and a hand cursor. A blue arrow points from the 'Academic Information' menu to the 'Courses' menu, and another blue arrow points from the 'Student' menu to the 'Application for withdrawal of course' option.

- 2) Select the Course you want to withdraw from the [2025 Course Registration List for 2학기] table, and click the **Withdraw** button.

The screenshot shows the 'Application for withdrawal of course' page. The page title is 'Application for withdrawal of course'. The breadcrumb navigation is 'Courses > Student > Application for withdrawal of course'. The table is titled '2023 Course Registration List for 1학'. The table has columns for 'Withdr awal', 'Grade', 'Practice Training', 'Course Code', 'Category', 'Credit', and 'Course Title'. The 'Withdraw' button is highlighted with a blue box and a hand cursor.

Withdr awal	Grade	Practice Training	Course Code	Category	Credit	Course Title
Withdraw	01	00	ASP3015	ME	3	MEDIA ART PRODUCTION
Withdraw	12	00	UCR1014	RC	0.5	RC자기주도활동(2)
Withdraw	07	00	UIC1501	CC	3	WORLD HISTORY: GROUP I

3) Select the reason for withdrawal from the drop down list and click 'Apply'.

The screenshot shows the 'Application for withdrawal of course' page. A dropdown menu is open, displaying the following options: 'Select', 'More demanding than expected', 'Course topic is different from my expectation', 'Falls short of the attendance requirement', 'Failed to take the mid-term examination', and 'Other'. A blue circle with the number '1' and a hand icon points to the dropdown arrow. Another blue circle with the number '2' and a hand icon points to the 'Apply' button in the 'Application for withdrawal of courses' pop-up.

Withdr	Course Code	Category	Credit	Course Title	Professor
Withdr	ASP3015	Practice Training		MEDIA ART PRODUCTION	민리사
Withdr	UCR1014	Practice Training		RC자기주도활동(2)	호프마이클크리스토퍼캠벨
Withdr				WORLD HISTORY: GROUP I	로글린스위니

4) Click '확인(OK)' on the following pop-ups to complete the course withdrawal.

The screenshot shows the 'Application for withdrawal of course' page with two confirmation pop-ups. The first pop-up, labeled with a blue circle '1' and a hand icon, has '확인' (OK) and '취소' (Cancel) buttons. The second pop-up, labeled with a blue circle '2' and a hand icon, displays the message: 'underwood1.yonsei.ac.kr 내용: [Course Withdrawal] Your submission has been processed.' and has a '확인' (OK) button.

Withdr	Course Code	Category	Credit	Course Title	Professor
Withdr	ASP3015	Practice Training		MEDIA ART PRODUCTION	민리사
Withdr	UCR1014	Practice Training		RC자기주도활동(2)	호프마이클크리스토퍼캠벨
Withdr				WORLD HISTORY: GROUP I	로글린스위니

5) Check the 「Withdrawal List」 at the bottom of the screen to find the withdrawal results.

연세포털서비스
YONSEI PORTAL SERVICE

Academic Information

학생(202

59:58

Logout

SEARCH

Q

Courses

Bookmark

Student

- Same (re-class) subject inquiry
- Course Handbook
- Application for Domestic Cre...
- Domestic credit exchange c...
- Mileage application details
- Course registration details
- Class time table check
- (Sunset school subject) Appl...
- Application for postgraduat...
- Application for withdrawal o...
- Test time table check
- Demand Survey for Seasona...
- Cancellation of Seasonal Se...
- Course Evaluation
- Course Evaluation Results

Application for withdrawal of course

Withdrawal

UIC1581	CC	EASTERN CIVILIZATION
01	00	3
장화사		

Course Code	Category	Course Title
Grade	Practice Training	Credit
Professor		

Withdrawal

UIC2151	CC	RESEARCH DESIGN AND QUANTITATIVE METHODS
03	00	3
로버슨제프리		

Course Code	Category	Course Title
Grade	Practice Training	Credit
Professor		

Withdrawal

YCA1005	교기	채플(A)
01	00	0.5
이정철		

Course Code	Category	Course Title
Grade	Practice Training	Credit
Professor		

Withdrawal

YCA1101	교기	기독교와세계문화
10	00	3
시가모니체익스피어		

Course Code	Category	Course Title
Grade	Practice Training	Credit
Professor		

Withdrawal List

Cancel	Course Code	Category	Course Title	Detail
	Section	Practice Training	Credit	Professor

Cancel

ASP3015	ME	MEDIA ART PRODUCTION
01	00	3
만리사		

Detail

6) To cancel your withdrawal, click on the 'Cancel' button $\Rightarrow$ '확인(Yes)' $\Rightarrow$ '확인(Yes)'.

[illegible]

- 7) Check **Courses** ⇒ **Student** ⇒ **Course registration details** menu. Make sure “Y” appears in the [withdrawal] column of your withdrawn course.
 Note that withdrawn courses will remain on your personal class timetable.

연세포털서비스
 YONSEI PORTAL SERVICE

Academic Information

🔍 학생(202)

59:56

Logout

SEARCH

Application for withdrawal of course × Course registration details ×

Courses > Student > Course registration details

다국어등록

Courses

Bookmark

Student

- Same (re-class) subject inquiry
- Course Handbook
- Application for Domestic Credit Exchange
- Domestic credit exchange c...
- Mileage application details
- Course registration details**
- Class time table check
- (Sunset school subject) Appl...
- Application for postgraduate...
- Application for withdrawal o...
- Test time table check
- Demand Survey for Seasona...
- Cancellation of Seasonal Se...
- Course Evaluation
- Course Evaluation Results

Year-Semester 2023-1st Semester

Current Semester Credits 13

Chapel Seat N

Class Request

재수강횟수사용과목

No.	Group	Credit	Course Code	Section	Practice Training	Course Title	Professor	Lecture room	course syllabus
							Withdrawal	S/U	Time
1	3000	3	ASP3015	01	00	MEDIA ART PRODUCTION	Min Lisa	IVHB314	Wed5,Fri5,6
							Y		
2	1000	0.5	UCR1014	12	00	RC SELF-DIRECTED ACTIVITY(2)	Hope Michael Christ-opher Campbell	IVH301	Wed11,12
3	1000	3	UIC1501	07	00	WORLD HISTORY: GROUP I	Sweeney Loughlin	IVHB323	Mon3,4,Wed4

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