[Attachment]

**Announcement for Declaration and Change of Major**

**for 2023 Spring Semester**

The procedure for declaration and change of major for 2023 Spring Semester is as follows. Students are requested to complete the relevant procedure within the deadline.

**1. Declaration of Major**

**- Fields:** School of Electrical Engineering and Computer Science, School of Materials Science and Engineering, School of Mechanical Engineering, School of Earth Sciences and Environmental Engineering, School of Life Sciences, Department of Physics and Photon Science, Department of Chemistry

**2. Qualifications for Declaration of Major (Students who entered GIST from 2018)**

- Students who have registered for at least 2 regular semesters OR have acquired a total of 30 credits or more.

※ The two semester does not include the seasonal semester.

※ A total of 30 credits must include credits recognized in accordance with Article 39 of the Academic Regulations (credits acquired at other universities will also be recognized).

※ **Students expected to return to GIST in 2023 Spring Semester included.**

**3. Requirement for Change of Major**

- Students who have attended more than one semester after the declaration of major

**※ Students must study for at least 2 regular semesters after the final declaration of major (change)**

**4. Procedure and Documents Submission**

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| **Classification** | **Declaration of Major** | **Change of Major** |
|  | **Period: Fri. November 11, 10 a.m. – Sat. December 10, 5 p.m.** |
| **1) Online Registration** | ZEUS > Student Records > **Declaration of Major** > New: Change Field (Major Assignment (Selection), Change Field (Selected Major), Study Plan (more than 100 words), Select and Input > Save Draft > Apply > Click [Print Application Form] and check the printout. | ZEUS > Student Records > **Change of Major** > New: Change Field (Changed Major) > Select and input Study Plan (More than 100 words) > Save Draft > Apply > Click [Print Application Form] and check the printout. |
| **2) Documents** **to Submit:** | No offline submission.Application must be completed online. | **After Online Registration, submit these documents to Section of Student Records****until December 12, 2022 (Mon.), 6 p.m.** |
| 1. Change of Major Application Form

- Signatures of the applicant (student), Current advisor, Dean/Dept. chair of Former and New School/Department are required.1. Study Plan
2. Transcript
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| **3) Notice** | Students who plan to return to school in the Spring semester in 2023 need to apply for re-admission (ZEUS) along with the online application (or offline submission) during the declaration of major (or change) period. |

**5. Others**

**ㅇ Checking the result for the Declaration of Major(or Change) (Result will be possible to check after early Feb. 2023)**

- ZEUS > Student Records > Personal Information Management: **Check “Affiliation” and “Professor” on the top.**

**6. Inquiry**

- Kyunghwa Kim (Section of Student Records, Tel: 062-715-2052, E-mail: kyunghwa@gist.ac.kr)

Attachments:

1. Declaration of Major Application Form, Change of Major Application Form, Study Plan
2. Guidelines for Major Course Operation (1 Copy)

November 2022