|  |
| --- |
| **Process for Manual Addition / Cancellation** **of Course Registration by administrator (non-contact)** |

**○ Process for Manual Addition of Course Registration by administrator (non-contact)**

**-** This procedure is required only when handwritten registration is needed due to lack of seats, etc.

1. Student: After filling out the application form (scan after filling out the contents and sign), send the scanned copy to the professor, who teaches the subject you want to register, by e-mail for approval.

2. Professor: If the contents of the application received by e-mail are appropriate, reply to the student by e-mail that the application is approved (no signature required on the scanned application.)

3. Student: Attach a scanned copy of the application form, including the e-mail received from the professor as it is, and submit the final application by e-mail to the administrator.

 (Administrator of undergraduate/graduate course subjects: ☎ 2057, jeongej@gist.ac.kr)

**○ Process for Manual Cancellation of Course Registration by administrator (non-contact)**

**-** This procedure is required only during ‘the cancellation period’ after the course registration change period.

1. Student: After filling out the application form (scan after filling out the contents and sign), send the scanned copy to the professor, who teaches the subject you want to register, by e-mail for approval.

2. A. Professor: If the contents of the application received by e-mail are appropriate, reply to the student by e-mail that the application is approved (no signature required on the scanned application.)

🡪 Student: Apply for approval by e-mail to the ‘academic advisor’ by including the reply e-mail as it is and attaching a scanned copy of the application form.

B. Academic advisor: If the contents of the application received by e-mail are appropriate, reply by e-mail to the student that it is approved. (no signature required on the scanned application.)

3. Student: Attach a scanned copy of the application form, including the e-mail received from the professor, advisor as it is, and submit the final application by e-mail to the administrator.

(Administrator of undergraduate/graduate course subjects: ☎ 2057, jeongej@gist.ac.kr)

<Form>

|  |
| --- |
| **Application for Additional Course Registration****수강신청과목 추가등록 신청서** |
| Name |  | Student Number |  |
| Department |  | PhoneNumber |  |
| <Course Information> |
| No. | Crs. Code | Title | Credit | InstructorName  | InstructorSignature |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| <Reasons for Request>  |
| Pursuant to Article 31 of the Student Regulation, the applicant requests registration to the above courses.Date . . .Applicant : Seal/Signature |

<Form>

|  |
| --- |
| **Application for Cancellation of Course Resignation****수강신청과목 취소원** |
| Name |  | Student Number |  |
| Department |  | PhoneNumber |  |
| <Course Information> |
| No. | Crs. Code | Title | Credit | InstructorName  | InstructorSignature |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| <Before> Total No. of Credits |  | <After> Total No. of Credits |  |
| <Reasons for Request>  |
| Pursuant to Section 4, Article 8 of the admission exam & Registration Procedure Regulations, the applicant requests approval to resign the above courses.Date . . .Applicant : Seal/SignatureAdvisor : Seal/Signature  |