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| **Process for Manual Addition / Cancellation** **of Course Registration by administrator (non-contact)****(2021 Winter Semester)** |

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

**-** This procedure is required only when manual 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 graduate course subjects: deliciousdream@gist.ac.kr)

(Administrator of undergraduate course subjects: kyunghwa@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.)

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

C. Department chair: 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, advisor, and department chair as it is, and submit the final application by e-mail to the administrator.

(Administrator of graduate course subjects: deliciousdream@gist.ac.kr)

(Administrator of undergraduate course subjects: kyunghwa@gist.ac.kr)

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| **Course Registration Request (Additional)****수 강 신 청 서 (추가등록)** |
| Department |  | Student No. |  |
| Name |  | Contact No.(Cellphone) |  |
| <Course> |
| No. | Crs. Code | Title | Credit | InstructorName  | InstructorSignature |
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| <Reason for Request>  |
| Pursuant to Article 31 of the Student Regulation, the applicant requests registration to the above courses.Date . . .Applicant : Signature |

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| **Course Cancellation Request****수강신청과목 취소원** |
| Department |  | Student No. |  |
| Name |  | Contact No.(Cellphone) |  |
| <Course> |
| Crs. Code | Title | Credit | InstructorName  | InstructorSignature |
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|  |  |  |  |  |
| Total No. of Credits Before |  | Total No. of Credits After |  |
| 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/Signature |
| Approved by | Advisor | Dean/Dept. Chair |  |
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