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| **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: ☎ 2052, santa@gist.ac.kr)

* Manual course registration will be accepted starting from the first working day after the regular course registration period ends. Please note that any submissions made before this time will not be accepted.

**○ 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: ☎ 2052, santa@gist.ac.kr)

<Form>

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

<Form>

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| **Application for Cancellation of Course Resignation****수강신청과목 취소원** |
| Name |  | Student Number |  |
| Department |  | PhoneNumber |  |
| <Course Information> |
| No. | Crs. Code | Title | Credit | InstructorName  | InstructorSignature |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| <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  |