



Course Drop Request Manual

Academic Records Team
October 13, 2025



★ MUST-READ Before Dropping Courses ★

Q1. What is a course drop application?

- It is the official procedure to drop a course you have already registered for when you no longer wish to take it.

During the **course adjustment period**, you can drop courses directly through the registration system.

However, **between the adjustment period and the drop period**, please use the **ZEUS [Course Drop Application] function**.

Q2. Does obtaining the instructor's approval automatically drop my course registration?

- No. After receiving the approval of the instructor and your academic advisor, **you must complete the course drop process in ZEUS**. If you do not confirm within the course drop period, the application will be automatically invalidated and cannot be recovered later, so please take note.

ZEUS → Courses → Course Drop Request: How to Apply

ZEUS System
 New Dream, Great GIST

LOGOUT 01:39:55 ENG KOR

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수강취소신청 [UlsTlSnCpaCancelE]

Initialize Student no./Name Search

Course Registration Details [A total of 6] Manual

NO	Drop	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Si
1	Drop	GS0105-02	Table Tennis	Challenge and Exploration Program	Required	THU 19:30~21:30	Son Hyang Sook[61204]	S/U	1
2	Drop	GS1111-04	General Physics Experiment I	Challenge and Exploration Program	Required	TUE 16:00~18:00	Kim, Keun-Young[61666] Lee, Seungwoo[63473]	Letter	2
3	Drop	GS3506-01	Western Theater History	Challenge and Exploration Program	Elective	MON 16:00~17:30 WED 16:00~17:30	Yoon, Pilsang[63439]	Letter	3
4	Drop	UC9331-01	GIST College Colloquium	GIST College (Common)	Elective	THU 16:00~17:30	Hobeom Kim[64321]	S/U	20
5	Drop	GS2002-01	Differential Equations and Applications	Challenge and Exploration Program	Required	TUE 13:00~14:30 WED 17:30~18:30 THU 12:00~14:30	Kang, Hyunsuk[61973] Yu Hyonju[61585]	Letter	3

History [A total of 3]

Details Process Confirm Save Apply Cancel

NO	Title	Crs.Code	Timetable
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00

Title* Data Structure
Crs.Code* EC2202
Instructor* Hojung Nam
Advisor* Byeongha Lee
 Process status Confirmed
 신청사유 과목 난이도가 현재 제 수준에 맞지 않아, 충분한 준비 후 추후 수강하고자 합니다
 비고
 반려사유

Application Date 2025-09-26 금
 Cancellation Date --
 Approval Date 2025-09-26 금
 Approval Date 2025-09-26 금
 Confirmation Date 2025-09-26 금

You must consult with the course instructor and your academic advisor before making a course drop request.
 Click ① [Search]> when the course registration list appears, click ② [Drop] for the desired course

ZEUS → Courses → Course Drop Request: How to Apply

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수업>수강취소신청 [UlsTlsnCpaCancelE]

Initialize Student no./Name [] Search

Course Registration Details [A total of 6] Manual

NO	Drop	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Si
1	Drop	GS2103-02	Public Tennis	Challenge and Exploration Program	Required	TUE 13:30~14:30	SoHyang Soek[61204]	S/U	2
2	Drop	GS1111-04	General Physics Experiment I	Challenge and Exploration Program	Required	TUE 16:00~18:00	Kim, Keun-Young[61666] Lee, Seungwoo[63473]	Letter	2
3	Drop	GS2002-01	Differential Equations and Applications	Challenge and Exploration Program	Required	TUE 13:00~14:30 WED 17:30~18:30 THU 12:00~14:30	Kang, Hyunsuk[61973] Yu Hyonju[61585]	Letter	3
4	Drop	GS3506-01	Western Theater History	Challenge and Exploration Program	Elective	MON 16:00~17:30 WED 16:00~17:30	Yoon, Pilsang[63439]	Letter	3
5	Drop	UC9331-01	GIST College Colloquium	GIST College (Common)	Elective	THU 16:00~17:30	Hobeom Kim[64321]	S/U	2
6	Drop	GS2931-01	German 1	Challenge and Exploration Program	Elective	FRI 09:00~11:00	JUNG, YOUNGHEE[64549]	Letter	3

History [A total of 4]

NO	Title	Crs.Code	Timetable	Process status
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Draft

Details Process Confirm Save Apply Cancel

② Title: German 1 Application Date: -- --

Crs.Code: GS2931 Cancellation Date: -- --

Instructor: JUNG, YOUNGHEE Approval Date: -- --

Advisor: Byeongha Lee Approval Date: -- --

Process status: Draft Confirmation Date: -- --

③ 신청사유: []

비고: []

반려사유: []

After clicking the [Drop] button, the course will be registered to “History.” The handling status will be displayed as ① [Draft]. In “Details,” check the ② instructor (multiple instructors: select in from the dropdown). Then, ③ enter the reason for your request.

ZEUS → Courses → Course Drop Request: How to Apply

ZEUS System
 New Dream, Great GIST

LOGOUT 01:36:40 ENG KOR

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Home 수강취소신청

수업>수강취소신청 [UlsTlsnCapaCancelE]

Initialize Student no./Name Search

Course Registration Details [A total of 6] Manual

NO	Drop	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Si
1	Drop	GS1103-02	Table Tennis	Challenge and Exploration Program	Required	TUE 13:00~14:30	Kim, Hyunyoung[61204]	S/U	2
2	Drop	GS1111-04	General Physics Experiment I	Challenge and Exploration Program	Required	TUE 16:00~18:00	Kim, Keun-Young[61666] Lee, Seungwoo[63473]	Letter	2
3	Drop	GS2002-01	Differential Equations and Applications	Challenge and Exploration Program	Required	TUE 13:00~14:30 WED 17:30~18:30 THU 13:00~14:30	Kang, Hyunsuk[61973] Yu Hyonju[61585]	Letter	3
4	Drop	GS3506-01	Western Theater History	Challenge and Exploration Program	Elective	MON 16:00~17:30 WED 16:00~17:30	Yoon, Pilsang[63439]	Letter	3
5	Drop	UC9331-01	GIST College Colloquium	GIST College (Common)	Elective	THU 16:00~17:30	Hobeom Kim[64321]	S/U	2
6	Drop	GS2931-01	German 1	Challenge and Exploration Program	Elective	FRI 09:00~11:00	JUNG, YOUNGHEE[61549]	Letter	3

History [A total of 4]

NO	Title	Crs.Code	Timetable	Process status
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Draft

Details

Process Confirm **Save** **Apply** Cancel

Title German 1 Application Date -- --
 Crs.Code GS2931 Cancellation Date -- --
 Instructor JUNG, YOUNGHEE Approval Date -- --
 Advisor Byeongha Lee Approval Date -- --
 Process status Draft Confirmation Date -- --
 신청사유
 비고
 반려사유

① Click [Save] to save your entry.

Then, click ② [Apply] to automatically send an approval request email to the course instructor and academic advisor, completing the application process.

ZEUS → Courses → Course Drop Request: How to Apply

Course Drop Request Instructions:

Course drop request must be finalized by the student personally completing the 'Confirm' after obtaining approval from the course instructor and advisor by the end of the course drop period.
 ※ Instructor and advisor approval alone does not finalize the enrollment. You must personally complete the confirmation process by the end of the adjustment period.
 Since confirmations cannot be processed after the course drop period, please be sure to complete it within the deadline.
 Deadline : 2025/12/31 16:00

Course Registration Details Table:

NO	Drop	Crs.Code	Title	Open
1	Drop	GS2105-02	Public Tennis	Challenge and Exploration Program
2	Drop	GS1111-04	General Physics Experiment I	Challenge and Exploration Program Required TUE 16:00~18:00 Kim, Keun-Young[61666] Lee, Seungwoo[63473] Letter 2
3	Drop	GS2002-01	Differential Equations and Applications	Challenge and Exploration Program Required TUE 13:00~14:30 WED 17:30~18:30 THU 12:00~14:30 Kang, Hyunsuk[61973] Yu Hyonju[61585] Letter 3
4	Drop	GS3506-01	Western Theater History	Challenge and Exploration Program Elective MON 16:00~17:30 WED 16:00~17:30 Yoon, Pilsang[63439] Letter 3
5	Drop	UC9331-01	GIST College Colloquium	GIST College (Common) Elective THU 16:00~17:30 Hobeom Kim[64321] S/U 2
6	Drop	GS2931-01	German 1	Challenge and Exploration Program Elective FRI 09:00~11:00 JUNG, YOUNGHEE[64549] Letter 3

History Table:

NO	Title	Crs.Code	Timetable	Process sta
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
U 4	German 1	GS2931-01	FRI 09:00~11:00	Draft

Details Form:

Title: German 1 Application Date: -- --
 Crs.Code: GS2931 Cancellation Date: -- --
 Instructor: JUNG, YOUNGHEE Approval Date: -- --
 Advisor: Byeongha Lee Approval Date: -- --
 Process status: Draft Confirmation Date: -- --
 신청사유: 과목 난이도가 높아 충분한 준비 후 추후 다시 수강신청하고자 합니다.
 비고:
 반려사유:

★ For course drop requests, you must receive the approval of the instructor and your academic advisor and personally get to the [Confirm] stage for the course drop to be reflected in your record. **The approval of the instructor and your academic advisor alone does not complete the registration, and the confirmation process is not available after the adjustment period.** Therefore, please make sure to complete it within the deadline. ★

ZEUS → Courses → Course Drop Request: How to Apply

When the approval status [changes to \[Pending\]](#), it indicates your application is waiting for instructor approval.
Once the instructor approves, the status changes to [Approved], and you can check the approval status by clicking [Process].

History [A total of 4]

NO	Title	Crs.Code	Timetable	Process
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Apply

Details

Process Confirm Save Apply Cancel

Title* German 1

Crs.Code* GS2931

Instructor* JUNG, YOUNGHEE

Advisor* Byeongha Lee

Process status Apply

신청사유 수강 난이도가 높아 다음 학기에 재 수강신청하겠습니다.

결재현황

2026-10-13 16:14 기안

→

결재중

→

대기

Application Date 2025-10-13 월

Cancellation Date - -

Approval Date - -

Approval Date - -

Confirmation Date - -

History [A total of 4]

NO	Title	Crs.Code	Timetable	Process st
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Pending

Details

Process Confirm Save Apply Cancel

Title* German 1

Crs.Code* GS2931

Instructor* JUNG, YOUNGHEE

Advisor* Byeongha Lee

Process status Pending

신청사유 수강 난이도가 높아 다음 학기에 재 수강신청하겠습니다.

비고

결재현황

2026-10-13 16:14 기안

→

2026-10-13 16:20 승인

→

결재중

Application Date 2025-10-13 월

Cancellation Date - -

Approval Date 2025-10-13 월

Approval Date - -

Confirmation Date - -

ZEUS → Courses → Course Drop Request: How to Apply

When your academic advisor approves, the status **changes to [Approved]**.

History [A total of 4]

NO	Title	Crs.Code	Timetable	Process st
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Approved

Details

Process

Confirm

Save

Apply

Cancel

Title* German 1 Application Date 2025-10-13 월
Crs.Code* GS2931 Cancellation Date - -
Instructor* JUNG, YOUNGHEE Approval Date 2025-10-13 월
Advisor* Byeongha Lee Approval Date 2025-10-13 월
 Process status Approved Confirmation Date - -
 신청사유 수강 난이도가 높아 다음 학기에 재 수강신청하겠습니다.
 결재현황

2025-10-13 16:14 기안 → 2025-10-13 16:20 승인 → 2025-10-13 16:26 승인

After the academic advisor's approval, **you must complete the confirmation** for the drop to be finalized. Click [Confirm], and the status will change to [Confirmed].

History [A total of 4]

NO	Title	Crs.Code	Timetable	Process st
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Confirmed

Details

Process

Confirm

Save

Apply

Cancel

Title* German 1 Application Date 2025-10-13 월
Crs.Code* GS2931 Cancellation Date - -
Instructor* JUNG, YOUNGHEE Approval Date 2025-10-13 월
Advisor* Byeongha Lee Approval Date 2025-10-13 월
 Process status Confirmed Confirmation Date 2025-10-13 월
 신청사유 수강 난이도가 높아 다음 학기에 재 수강신청하겠습니다.
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ZEUS → Courses → Course Drop Request: How to Apply

To **cancel** a drop request, click [Cancel].

If the instructor has already approved, cancellation may be restricted.

History [A total of 5]

NO	Title	Crs.Code	Timetable	Process st
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Confirmed
5	Table Tennis	GS0105-02	THU 19:30~21:30	Apply

Details

Process

Confirm

Save

Apply

Cancel

Title*	Table Tennis	Application Date	2025-10-13 월
Crs.Code*	GS0105	Cancellation Date	--
Instructor*	Son Hyang Sook	Approval Date	--
Advisor*	Byeongha Lee	Approval Date	--
Process status	Apply	Confirmation Date	--
신청사유	학점 관리 차원에서 이번 학기에는 수강하지 않기로 결정했습니다.		
비고			
반려사유			

After clicking [Cancel], the status follows suit and changes to [Cancel].

If you want to reapply, click [Apply].



History [A total of 5]

NO	Title	Crs.Code	Timetable	Process st
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Confirmed
5	Table Tennis	GS0105-02	THU 19:30~21:30	Cancel

Details

Process

Confirm

Save

Apply

Cancel

Title*	Table Tennis	Application Date	2025-10-13 월
Crs.Code*	GS0105	Cancellation Date	2025-10-13 월
Instructor*	Son Hyang Sook	Approval Date	--
Advisor*	Byeongha Lee	Approval Date	--
Process status	Cancel	Confirmation Date	--
신청사유	학점 관리 차원에서 이번 학기에는 수강하지 않기로 결정했습니다.		
비고			
반려사유			

If the instructor or your academic advisor rejects the request, the status will show [Rejected].

History [A total of 4]

NO	Title	Crs.Code	Timetable	Process st
1	Data Structure	EC2202-01	MON 10:30~12:00 WED 10:30~12:00	Confirmed
2	GIST College Colloquium	UC9331-01	THU 16:00~17:30	Cancel
3	General Physics Experiment I	GS1111-04	TUE 16:00~18:00	Rejected
4	German 1	GS2931-01	FRI 09:00~11:00	Confirmed

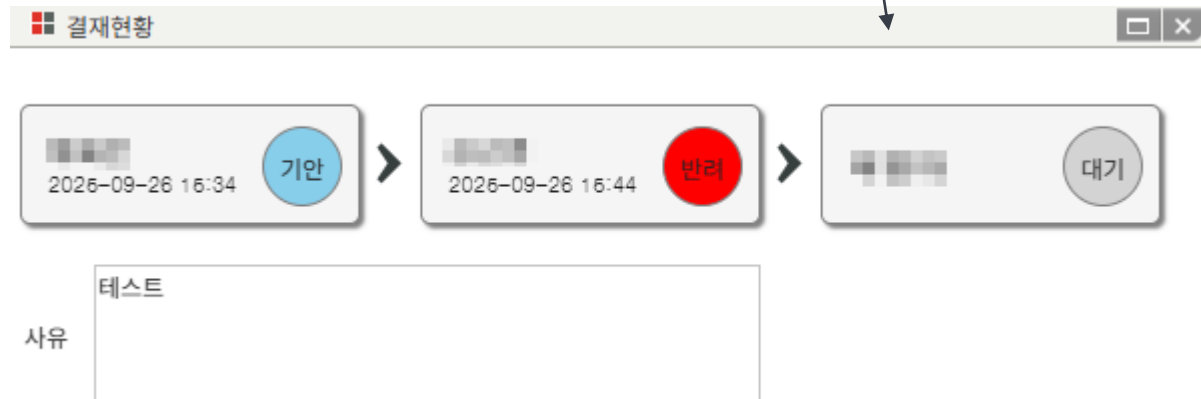
Details
Process Confirm Save Apply Cancel

Title* General Physics Experime Application Date 2025-09-26 금
Crs.Code* GS1111 Cancellation Date - -
Instructor* Kim, Keun-Young Approval Date - -
Advisor* Byeongha Lee Approval Date - -
Process status Rejected Confirmation Date - -
신청사유 학점 관리 차원에서 이번 학기에는 수강하지 않기로 결정했습니다
비고
반려사유 테스트

Click [Approval Details] to see the rejection date and time.

If you need to request a course drop again, click [Apply] to reapply.

(NOTE: Prior consultation with the instructor and your academic advisor is required!)



Thank You

