



수강 취소 신청 매뉴얼

학적팀
2025. 10. 13.



★수강 취소 신청 전 필독사항★

Q1. 수강 취소 신청이 무엇인가요?

- 이미 신청한 과목을 더 이상 수강하지 않을 때 공식적으로 취소하는 절차입니다.
수강신청 정정기간에는 학생이 직접 **수강신청 시스템에서 취소**할 수 있지만,
정정기간 종료 직후~수강취소 기간에는 **ZEUS '수강 취소 신청'** 기능을
이용해주시기 바랍니다.

Q2. 교수님 승인만 받으면 자동으로 수강 취소가 완료된 것인가요?

- 아닙니다. 강의 교수 및 지도교수의 승인을 받은 후, 학생 본인이 **반드시 ZEUS에서
취소 확정 절차를 완료**해야 합니다. 수강 취소기간 내 확정을 하지 않을 경우,
해당 내역은 자동으로 무효 처리되며 추후 별도의 구제가 불가능하니 유의바랍니다.

ZEUS System
 New Dream, Great GIST

LOGOUT 01:39:55 ENG KOR

MyService

MyService

My Menu

+ 학적
 > 수업
 ■ [R] 종합교과SYLLABUS출력
 ■ 필독서등록
 ■ 개설강좌조회
 ■ 수강신청내역조회
 ■ 정원의수강신청
수강취소신청
 + 성적
 + 자격졸업
 + 장학
 + 등록
 + 기숙사
 + 학생
 + 입시
 + 연구
 + 출장
 + 전산
 + 예약
 + 시설
 + 대외협력
 + 법무
 + 의료보험

Home

수강취소신청

< > X

<

>

X

■ 수업>수강취소신청 [UlsTsnCpaCancelE]

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 Hyonjul[61585]	Letter	3

History [A total of 3]

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

Details Process Confirm Save Apply Cancel

Title* Data Structure Application Date 2025-09-26 금

Crs.Code* EC2202 Cancellation Date - -

Instructor* Hojung Nam Approval Date 2025-09-26 금

Advisor* Byeongha Lee Approval Date 2025-09-26 금

Process status Confirmed Confirmation Date 2025-09-26 금

신청사유 과목 난이도가 현재 제 수준에 맞지 않아, 충분한 준비 후 추후 수강하고자 합니다

비고

반려사유

수강 취소 신청을 하기 전, 반드시 해당 과목 담당 교수 및 지도교수와 사전 협의하시기 바랍니다.

① 'search' 클릭 > 수강신청정보 목록이 보이면 취소 대상 과목에 ② 'Drop' 클릭

MyService **My Menu**

Home 수강취소신청 X

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	Seonhyang 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 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	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: []

Drop버튼 클릭 후 해당 과목이 'History'에 등록되며 처리상태는 ①[Draft]로 표시됩니다.
 'Details'을 확인하고 ②강의교수(Instructor) 확인(강의교수가 2인 이상일 경우 드롭박스에서 선택 가능) 후
 ③신청사유를 입력합니다.

GIST ZEUS System New Dream, Great GIST LOGOUT 01:36:40 ENG KOR MyService

MyService **My Menu**

- 학적
- 수업
 - 【R】종합교과SYLLABUS출력
 - 필독서등록
 - 개설강좌조회
 - 수강신청내역조회
 - 정원외수강신청
 - 수강취소신청**
- 성적
- 자격졸업
- 장학
- 등록
- 기숙사
- 학생
- 입시
- 연구
- 출장
- 전산
- 예약
- 시설
- 대외협력
- 법무
- 의료보험

수업>수강취소신청 [UlsTlsnCapaCancelE]

Initialize Student no./Name:

Course Registration Details [A total of 6]

NO	Drop	Crs.Code	Title	Opened by	Crs.type	Timetable	Instructor	Grading	Si
1	Drop	GS105-02	Table Tennis	Challenge and Exploration Program	Required	TUE 13:00~14:30	Kim Hyang-sook[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

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 [Save]을 클릭하면 입력한 내용이 저장되며,

② [Apply]를 클릭하면 해당 과목 강의 교수 및 지도교수에 순차적으로 승인 요청 메일이 자동 발송되고 신청 완료됩니다.

수업>수강취소신청 [UlsTlsnCpaCancelE]

Initialize Student no./Name

Course Registration Details [A total of 6] Manual

NO	Drop	Crs.Code	Title	Open
1	Drop	GS2102-02	Public Terms	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 [A total of 4]

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 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 과목 난이도가 높아 충분한 준비 후 추후 다시 수강신청하고자 합니다.

비고

반려사유

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

확인 취소

★수강취소신청은 수강취소 마감일까지 반드시 강의교수 및 지도교수의 승인을 받은 후, 학생 본인이 직접 확정 처리까지 완료해야 수강신청 내역에 최종 반영됩니다. 강의교수 및 지도교수 승인만으로는 수강신청이 완료되지 않으며, 마감일이 지나면 확정 처리가 불가하므로 반드시 기한 내에 완료해주시기 바랍니다.★

승인상태가 'Apply' 로 변경되면 강의교수 승인 대기 단계로, 강의교수가 승인하면 처리 상태는 'Pending' 으로 변경되며, 승인 여부는 'Process' 를 클릭하여 확인할 수 있습니다.

> 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 Application Date 2025-10-13 월

Crs.Code* GS2931 Cancellation Date - -

Instructor* JUNG, YOUNGHEE Approval Date - -

Advisor* Byeongha Lee Approval Date - -

Process status Apply Confirmation Date - -

신청사유 수강 난이도가 높아 다음 학기에 재 수강신청하겠습니다.

결재현황

2026-10-13 16:14 기안 > 결재중 > 대기

> 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 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 - -

Process status Pending Confirmation Date - -

신청사유 수강 난이도가 높아 다음 학기에 재 수강신청하겠습니다.

비고

결재현황

2026-10-13 16:14 기안 > 2026-10-13 16:20 승인 > 결재중

지도교수까지 승인 완료 시 처리상태가 'Approved' 으로 변경됩니다.

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



지도교수 승인 후 반드시 확정처리를 해야만 수강 취소가 최종 완료됩니다.
'Confirm' 클릭 후 처리 상태는 'Confirmed' 으로 변경됩니다

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.

비고

반려사유

취소 신청 내역을 철회하고자 할 경우, 'Cancel'을 클릭하여 가능합니다.
단, 강의교수의 승인이 완료된 경우에는 철회가 제한됩니다.

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			

'Cancel' 클릭 후 처리 상태는 'Cancel'로 변경됩니다.
다시 신청을 원할 경우, 'Apply'를 클릭하면 재신청이 가능합니다.



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			

강의교수 또는 지도교수 반려 시 아래와 같이 처리상태에 'Rejected' 로 표시됩니다.

> 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

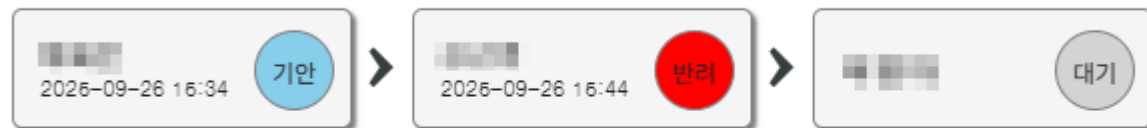
Title*	General Physics Experime	Application Date	2025-09-26 금
Crs.Code*	GS1111	Cancellation Date	- -
Instructor*	Kim, Keun-Young	Approval Date	- -
Advisor*	Byeongha Lee	Approval Date	- -
Process status	Rejected	Confirmation Date	- -
신청사유	학점 관리 차원에서 이번 학기에는 수강하지 않기로 결정했습니다		
비고			
반려사유	테스트		

결재정보를 클릭하면 반려 일시를 확인할 수 있습니다.

재차 수강취소신청 요청이 필요한 경우, 'Apply'를 클릭하여 재신청할 수 있습니다.

(단, 강의교수 및 지도교수와 사전 협의 필수!)

결재현황



사유

테스트

Thank You





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

MyService

MyService

My Menu

- 학적
- 수업
 - [R] 종합교과SYLLABUS출력
 - 필독서등록
 - 개설강좌조회
 - 수강신청내역조회
 - 정원의수강신청
- 수강취소신청**
- 성적
- 자격졸업
- 장학
- 등록
- 기숙사
- 학생
- 입시
- 연구
- 출장
- 전산
- 예약
- 시설
- 대외협력
- 법무
- 의료보험

Home 수강취소신청

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 Hyonjul[61585]	Letter	3

History [A total of 3]

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

Details

Process Confirm Save Apply Cancel

Title*	Data Structure	Application Date	2025-09-26 금
Crs.Code*	EC2202	Cancellation Date	- -
Instructor*	Hojung Nam	Approval Date	2025-09-26 금
Advisor*	Byeongha Lee	Approval Date	2025-09-26 금
Process status	Confirmed	Confirmation Date	2025-09-26 금
신청사유	과목 난이도가 현재 제 수준에 맞지 않아, 충분한 준비 후 추후 수강하고자 합니다		
비고			
반려사유			

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

MyService **My Menu**

Home 수강취소신청 X

수업>수강취소신청 [UlsTlsnCpaCancelE]

Initialize Student no./Name [] Q 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: -- --

신청사유: ③

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

GIST ZEUS System New Dream, Great GIST

LOGOUT 01:36:40 ENG KOR MyService

MyService My Menu

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

MyService **My Menu**

- 학적
- 수업
 - 【R】종합교과SYLLABUS출력
 - 필목서등록
 - 개설강좌조회
 - 수강신청내역조회
 - 정원외수강신청
 - 수강취소신청**
- 성적
- 자격졸업
- 장학
- 등록
- 기숙사
- 학생
- 입시
- 연구
- 출장
- 전산
- 예약
- 시설
- 대외협력
- 법무
- 의료보험

수업>수강취소신청 [UlsTlsnCpaCancelE]

Initialize Student no./Name

Course Registration Details [A total of 6] Manual

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 [A total of 4]

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 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 과목 난이도가 높아 충분한 준비 후 추후 다시 수강신청하고자 합니다.

비고

반려사유

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

확인 취소

★ 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	Application Date	2025-10-13 월
Crs.Code*	GS2931	Cancellation Date	- -
Instructor*	JUNG, YOUNGHEE	Approval Date	- -
Advisor*	Byeongha Lee	Approval Date	- -
Process status	Apply	Confirmation Date	- -

신청사유 수강 난이도가 높아 다음 학기에 재 수강신청하겠습니다.

결재현황

2026-10-13 16:14 기안

→

결재중

→

대기

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	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	- -
Process status	Pending	Confirmation Date	- -

신청사유 수강 난이도가 높아 다음 학기에 재 수강신청하겠습니다.

비고

결재현황

2026-10-13 16:14 기안

→

2026-10-13 16:20 승인

→

결재중

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.
 비고
 반려사유

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
Crs.Code* GS0105
Instructor* Son Hyang Sook
Advisor* Byeongha Lee
Process status Apply
신청사유 학점 관리 차원에서 이번 학기에는 수강하지 않기로 결정했습니다.
비고
반려사유

Application Date 2025-10-13 월
Cancellation Date --
Approval Date --
Approval Date --
Confirmation Date --

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
Crs.Code* GS0105
Instructor* Son Hyang Sook
Advisor* Byeongha Lee
Process status Cancel
신청사유 학점 관리 차원에서 이번 학기에는 수강하지 않기로 결정했습니다.
비고
반려사유

Application Date 2025-10-13 월
Cancellation Date 2025-10-13 월
Approval Date --
Approval Date --
Confirmation Date --

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

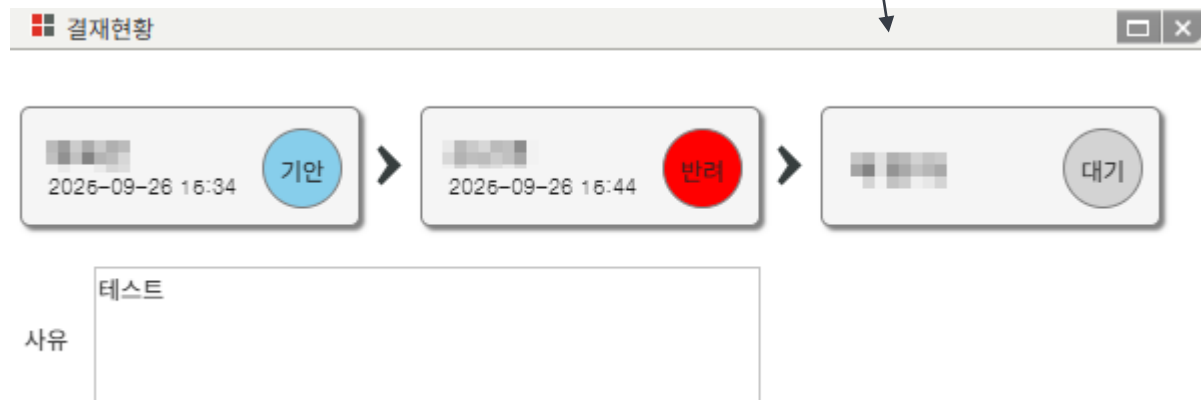
Details
Process Confirm Save Apply Cancel

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

