



Graduate Program Major Change Manual

Student Records Team
September 30, 2026



Before You Apply

Application Period

Normally, the week before registration begins. Check the semester notice for exact dates.

Enrollment Period

After transfer, you must be able to enroll in the new department for at least 2 semesters (Master's) or 4 semesters (Doctoral)

※ Exceptions may apply for unavoidable reasons, such as restructuring or changes in the advisor's circumstances.

Prior Consultation

Consult the academic advisors and department chairs of both departments in advance.

Deadline

Read the Major Change notice on the Academic Notices board each semester and meet the deadline.

Courses in the new major previously graded S/U may be converted to letter grades after transfer.

★ Before You Begin ★

Q What has changed in the graduate Major Change process?

→ You no longer need to print the application and obtain signatures in person from your academic advisors and the relevant department chairs.

You do not need to submit the signed documents directly to the Student Records Team.

Previous

Apply for
Major
Change in
ZEUS



Print the application
and study plan



Advisor and
department
chair signatures
(current and intended)



Submit to the
Student Records Team
(in person)

Revised

Apply online
in ZEUS



ZEUS e-approval by the department administrator,
academic advisors, and both department chairs



Automatically sent to
Student Records Team
after approval
(no paper documents)

MyService

My Menu

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전공변경-대학원 ×

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> 학적

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■ 부전공선언

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■ 년도별학사일정조회

■ 휴학신청

■ 학생상세정보

+ 연구

+ 재무

+ 수업

+ 성적

+ 자격/졸업

+ 장학

+ 등록

+ 기숙사비

+ 학생

+ 임시

■ 학적>전공변경-대학원[UsrStudMjAltAplyGE]

> 매뉴얼

▶ 학생기초정보

학생번호

성명

성명(영문)

생년월일

단과

소속

학생구분

과정구분

학적상태

입학일자

학적변동일자

지도교수

학년/학기

E-Mail

연락처

▶ 변경이력 [총 0 건]

신청서 출력

성적표 출력

▶ 처리내역

①

신규

③

임시저장

결재

결재취소

신청일자	년도/학기	변경전전공학과	변경후전공학과	처리상태	결재번호

②

단과/소속

신청일시

변경구분

년도/학기*

변경 단과/소속*

사용자ID

학업계획*

자

☐ 개인정보 동의

① Click [Add]. ② Select the year/semester and intended college/department. Enter your study plan and give privacy consent.

③ Click [Save Draft], review your entry, then click [Submit for Approval].

The department administrator, academic advisors, and department chairs will review your application.

※ Your study plan must contain at least 100 characters.

변경이력 [총 1 건] ☐ 신청서 출력 ☐ 성적표 출력 ☐ 처리내역

신청일자	년도/학기	변경전전공학과	변경후전공학과	처리상태	결재번호
2026-08-10 (	2026/2학기	기계로봇공학과	전기전자컴퓨터공학과	승인완료	2026-002127

☐ 학과담당자

단과/소속 SI대학 전기전자컴퓨터공학과
신청일시 2026-08-10 09:41:05

결재현황

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graph LR
    A[Student 기안] --> B[Dept. Admin. 승인]
    B --> C[Current Academic Advisor 승인]
    C --> D[New Academic Advisor 승인]
    D --> E[Current Dept. Chair 승인]
    E --> F[New Dept. Chair 승인]
    
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예정으로 인한 전과지도교수의 학과 이동 예정으로 인한 전과지

The history table shows the Processing Status and Approval Number.
Click the Approval Number to view the current approval status.

※ Approval by both department chairs must be completed by the application deadline.
Contact your academic advisors and both department chairs in advance to obtain approval on time.

※ If rejected, consult the relevant advisors or department chairs, then click [Submit] to reapply.
After reapplying, obtain approval again from the advisors and both department chairs by the deadline.

※ To cancel your application for unavoidable reasons, click [Cancel Application].

Thank You

