

# Course Withdrawal System Guideline for Regular Semester

## 1. Menu : Onestop – 수업(Courses) – 수강취소(정규/계절)(Course Withdrawal(Regular/Summer · Winter) – 정규학기(Regular semester))

- Login on Onestop (<https://onestop.pusan.ac.kr>)
- The withdrawal application page has following : your personal information, the course you wish to withdraw, personal contact information, reason for the withdrawal, and the process
- Please confirm the courses registered, and apply for withdrawal like below

## 2. How to Withdraw Courses

정규학기 웹신청

대학(원)	학위
학과(부)	학번
학년	성명
이수학기	졸업유예 여부

\* 신청과목 선택 ①

수강신청과목		
교과구분	교과번호	교과목명
전공기초	N	<input type="checkbox"/>
전공필수	N	<input type="checkbox"/>
전공선택	N	<input type="checkbox"/>
교양필수	Z	<input type="checkbox"/>
교양선택	Z	<input type="checkbox"/>

수강취소신청과목 ⑤

교과구분	교과번호	교과목명	삭제
전공기초	N		<input type="checkbox"/>

\* 연락처 및 사유 입력(수정) ②

연락처(휴대폰) 010  (※ 숫자만 입력하세요)

취소 신청사유

현재 사용하는 연락 가능한 연락처를 입력(수정)해 주십시오.(학생생활기록부와 연동)

수강취소신청 ③

수강취소 진행상황 ④

교과번호	교과목명	신청일자	학과승인여부	대학승인여부	학사과승인여부
M		2016-03-17	학과미승인	대학미승인	학사과미승인

### ① Select the Course You Wish to Withdraw

- Select the course you wish to withdraw among the courses registered

### ② Enter Contact Information & Reason for the Withdrawal

- Enter your 'contact information' & 'the reason for the withdrawal'

### ③ Click “Apply Withdrawal(수강취소신청)” & Print Out

- Fill in or Select choices in ① & ②, and click '수강취소 신청(apply for withdrawal),' then the application will be proceeded

- Please confirm the withdrawal application result from the list in ⑤

※ Graduates : after clicking '수강취소 신청(apply for withdrawal),' students must print out the withdrawal application form, get approval signature from the professor in charge of the course, and submit it to the students' department offices

### ④ How to Monitor the Progress of Application

- Students can confirm the withdrawal application dates, confirmation progress
- The withdrawal must be approved in the order of your department office, college and academic affairs, when academic affairs approves your withdrawal application, the process ends

### ⑤ Cancellation of Course Withdrawal

- You can cancel the course withdrawal application during the withdrawal period
- If you wish to cancel the course withdrawal application, click the course you wish to cancel from the withdrawal application from '수강취소신청과목(courses you applied for withdrawal)' and click '삭제(delete)'