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: ☎ 2057, jeongej@gist.ac.kr)

○ **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: ☎ 2057, jeongej@gist.ac.kr)

Application for Additional Course Registration

수강신청과목 추가등록 신청서

Name		Student Number	
Department		Phone Number	

<Course Information>

No.	Crs. Code	Title	Credit	Instructor Name	Instructor Signature

<Reasons for Request>

Pursuant to Article 31 of the Student Regulation, the applicant requests registration to the above courses.

Date　　.　　.　　.

Applicant :　　　　　Seal/Signature

Application for Cancellation of Course Resignation

수강신청과목 취소원

Name		Student Number	
Department		Phone Number	

<Course Information>

No.	Crs. Code	Title	Credit	Instructor Name	Instructor Signature

<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/Signature

Advisor :   Seal/Signature