

# Course Waiver (Course Withdrawal) Guideline



- I. Date: **September 27<sup>th</sup> (Monday) 09:00 ~ 28<sup>th</sup> (Tuesday) 23:59** (Available for 24 hours until the deadline)
- II. How to: Log in at Ajou Portal → Click “Academic Affairs Information” tab → Under “All Menus” tab on the left, click “Course/Non-Academic” → Click “Course Waiver” → Set Year 2021, Semester “2 학기” (Fall semester in Korean) and click search → Waive the course you want to withdraw.

Example:

The screenshot shows the 'Course Waiver' page. On the left is a navigation menu with 'All Menus' and 'My Favorites'. The main content area has a 'Course Waiver' header and a form with 'Year' and 'Sem.' dropdowns. A red box highlights the 'Year: 2021 Sem: 2 학기' selection. Below the form is a 'Course Registration History' table with columns for Course number, Course name, Class, Credit, Time, Process Date, Processing time, and Course Registration. A red box highlights the '포기' (Withdraw) button in the 'Course Registration' column of the table.

### III. Notice

- 1) Students can withdraw **only ONE Course**.
  - 2) Students must check if the course has been successfully withdrawn by checking “Course Registration Results”.
    - ▶ How to: Log in at Ajou Portal → Click “Academic Affairs Information” tab → Under “All Menus” tab on the left, click “Course/Non-Academic” → Click “Course Registration Results/View Examination Timetable” → Check if the course you withdrawn has been deleted.
  - 3) If students want to cancel their withdrawal, click “Cancel” within the deadline.
  - 4) Final timetable will be determined based on what students submitted until September 28<sup>th</sup> 23:59.
  - 5) No changes can be made after the course withdrawal period.
  - 6) Exchange students **MUST** take at least ONE course to verify their exchange semester. If not, students can face visa issues and academic probation.
- ※ The withdrawn course will not affect students’ future course registration.