

Spring 2022

Course Waiver (Course Withdrawal) Guideline



- I. Date: March **25th (Friday) 09:00 ~ 29th (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 2022, Semester “1 학기” (Spring semester in Korean) and click search → Waive the course you want to withdraw.

Example:

Year: 2022 Sem: 1 학기

Course number	Course name	Class	Credit	Time	Process Date	Processing time	Course Registration
20220101	영어	영1	3	401	20220301	20220301	20220301
20220102	영어	영2	3	401	20220301	20220301	20220301

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 - 2) Students must check if the course has been successfully withdrawn by checking “Course Registration Results”.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click “Course/Non-Academic” → Click “Course Registration Results/View Examination Timetable” → Check if the course you withdrawn has been deleted.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 March 29th 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- ※ The withdrawn course will not affect students’ future course registration.