



How to drop your course



**FOR SOOKMYUNG WOMEN'S UNIV INT'L STUDENTS
OFFICE OF INTERNATIONAL AFFAIRS**

1. Log-in via your ID to “Portal System” and click as below:
Academics > Course Registration > Class Drop > Read Message and click **OK**

2. Click the **Drop** button of the course you want to drop

The screenshot shows the Sookmyung Portal System interface. The top navigation bar includes 'Academics', 'Facilities/Public Relations', and 'Etc'. The 'Academics' menu is expanded, showing 'School Register', 'Class Courses', 'Course Registration', 'Grade', 'Graduation', 'Credit Exchanges', 'Community Service', and 'Registration'. The 'Course Registration' menu item is highlighted. A message box titled 'Message' is displayed in the center, containing the following text:

<Things to keep in mind before course withdrawal>

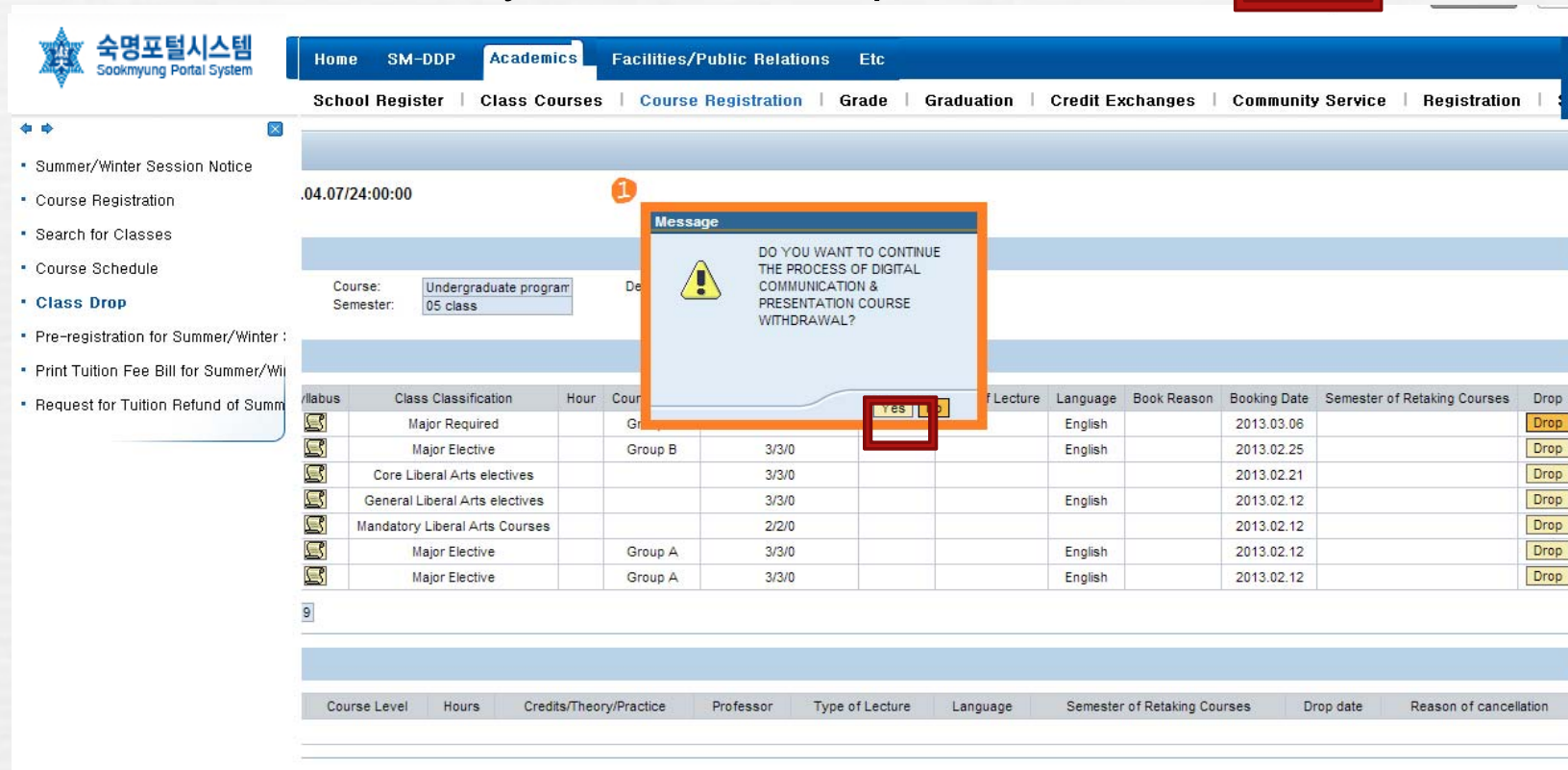
1. Minimum course registered credit should be more than 2 credits per semester.
2. You can not re-register for the course you dropped in the same semester, so please think carefully. (Cancellation of course withdrawal is disallowed.)
3. Standards of recommendation for students with excellent grades: A student who has more than 12 credits with the exception of P/F courses or has more than 18 credits including P/F courses. (But, a senior student at the present semester has to have more than 12 credits including P/F courses.)
4. Please be aware that the tuition fee is non-refundable for Credit registered students and Part-time students who drop a course after the 9th semester.
5. The number of withdrawn credits are also included for the number of credits that you can register per year.
6. Withdrawal of mento program course not allowed. To ask about canceling the Mentor program, please contact Tel: 710-8089.

The message box has an 'OK' button at the bottom right. In the background, a table of courses is visible, and a 'Drop' button is highlighted on the right side of the table.

Be careful to choose the course you want to drop with consideration.

You can not re-register for the course you drop now


1. The Box will appear with your course title included.
2. If this is the course you want to drop, Please click **Yes**



The screenshot shows the Sookmyung Portal System interface. A message box is displayed over the course list, asking for confirmation to drop a course. The message box contains a warning icon and the text: "DO YOU WANT TO CONTINUE THE PROCESS OF DIGITAL COMMUNICATION & PRESENTATION COURSE WITHDRAWAL?". Below the message box, a table lists courses with columns for Class Classification, Hour, Course, Lecture, Language, Book Reason, Booking Date, Semester of Retaking Courses, and Drop. The "Drop" column contains "Drop" buttons for each course. A red box highlights the "Yes" button in the message box.

Class Classification	Hour	Course	Lecture	Language	Book Reason	Booking Date	Semester of Retaking Courses	Drop
Major Required		Group A	3/3/0	English		2013.03.06		Drop
Major Elective		Group B	3/3/0	English		2013.02.25		Drop
Core Liberal Arts electives			3/3/0			2013.02.21		Drop
General Liberal Arts electives			3/3/0	English		2013.02.12		Drop
Mandatory Liberal Arts Courses			2/2/0			2013.02.12		Drop
Major Elective		Group A	3/3/0	English		2013.02.12		Drop
Major Elective		Group A	3/3/0	English		2013.02.12		Drop

Should you need any additional support please visit Global Lounge or e-mail inbound.exchange@sm.ac.kr
Office of International Affairs



FINISHED!
ENJOY SOOKMYUNG!

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