

# 서울대학교 수강신청 취소 매뉴얼

교무처 학사과

# 수강신청 취소 매뉴얼

(교원용)

# 1. 메뉴 접속: mySNU > 교수서비스 > 승인관리 > 승인처리 > 정규학기수강신청취소신청

교원

메뉴검색

- 나의정보 >
- 승인관리 >
- 승인관리
  - 승인방식지정
  - 승인처리
- 수업 >
- 학생지도 >
- 인사/급여/복지 >
- 증명서발급 >
- 인사(기본) >
- 인사(신청/결과보고) >
- 인사(심사/통계) >

교수서비스 > 승인관리 > 승인관리 > 승인처리

## 승인처리 도움말

### 승인요청건수

요청업무	승인요청건수	승인	신청정보
정규학기수강신청취소신청	1	<a href="#">승인하기</a>	<a href="#">내용보기</a>
장학생선정신청	0	<a href="#">승인하기</a>	<a href="#">내용보기</a>
근로/생활비월정장학신청	0	<a href="#">승인하기</a>	<a href="#">내용보기</a>
계절학기수강신청 취소/한불신청	0	<a href="#">승인하기</a>	<a href="#">내용보기</a>

### 승인요청내역

신청일자 2020-07-26 ~ 2021-01-26  전체 승인상태 신청 요청업무 정규학기수강신청취소신청 [검색](#)

요청업무	승인요청자	승인요청일	승인상태	진행상태
정규학기수강신청취소신청		2021-01-25	신청	승인대기

[건수:1건] 조회되었습니다

## 2. 승인/반려: 검색 > 승인/반려

※ 반려 선택 시 반려 사유 반드시 입력

교수서비스 > 승인관리 > 승인관리 > 승인처리

### 정규학기수강취소 승인 도움말

진행상태  시스템구분  학년도  학기

#### 수강취소신청자정보

<input type="checkbox"/>	진행상태	교과구분	교과목명	교과목번호	강좌번호	학번	성명	학년	취소사유	비고
<input type="checkbox"/>	승인대기	교양	현대정치이해	044.002	001				I wil take course next time.	

[전수:1건] 조회되었습니다

#### 상세내역

대학(원)	사회과학대학	학과(부)	정치외교학부
전공	정치학전공	수강신청 학점수	3
이수과정	학사		
취소사유	I wil take course next time.		

## 3-1. 승인완료

교원 ▼

메뉴검색 🔍

나의정보 >

승인관리 >

승인관리

- 승인방식지정
- 승인처리

수업 >

학생지도 >

인사/급여/복지 >

증명서발급 >

인사(기본) >

인사(신청/결과보고) >

인사(심사/통계) >

교수서비스 > 승인관리 > 승인관리 > 승인처리

### 정규학기수강취소 승인 도움말

진행상태 전체 ▼
시스템구분 대학/대학원 ▼
학년도 2021 ▼
학기 1학기 ▼
검색

[< 이전화면](#)
SMS
E-Mail
승인
반려

<input type="checkbox"/>	진행상태	교과구분	교과목명	교과목번호	강좌번호	학번	성명	학년	취소사유	비고
<input type="checkbox"/>	승인완료	교양	현대정치이해	044.002	001				I will take course next time.	

[권수:1건] 조회되었습니다

#### 상세내역

대학(원)	사회과학대학	학과(부)	정치외교학부
전공	정치학전공	수강신청 학점수	
이수과정	학사		
취소사유	I will take course next time.		

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SMS
E-Mail
승인
반려



# **Seoul National University Course Drop(Withdrawal) Manual**

**Office of Academic Affairs,  
Division of Educational Affairs**

**Course Registration**  
**Drop(Withdrawal) Approval**  
**Spring/Autumn semester**  
**(For Instructors)**

# 1. Access: mySNU > Professor Service > Give Approval > Manage Approvals > Spring/Autumn Semester Course Drop Approval

Professor Service > Give Approval > Manage Approvals > Give Approval

## Approval Processing Help

### Counts

Request	Counts	Approval	Application Info.
Spring/Autumn Semester Course drop Approval	1	<a href="#">Approval</a>	<a href="#">View Details</a>
Scholarship Selection Application	0	<a href="#">Approval</a>	<a href="#">View Details</a>
Work-study/Living Expenses Monthly Fixed/Overseas Study Scholarship Application	0	<a href="#">Approval</a>	<a href="#">View Details</a>
Summer/Winter Semester Course drop Approval	0	<a href="#">Approval</a>	<a href="#">View Details</a>

### Approval Request Details

Application Date 2020-07-26 ~ 2021-01-26  All Approval Status Application Request Scholarship Selection Applikat [Search](#)

Request	Requested by	Request Date	Approval Status	Current Status
Spring/Autumn Semester Course drop Approval	2018-18921 JUNG CHAE YOUNG	2021-01-25	Application	Waiting for approval

[Number of cases:1Counts] Found

## 2. Approve/Reject: Search > Approval/Reject

※ Mandatory to enter reason when rejecting course drop request.

Professor Service > Give Approval > Manage Approvals > Give Approval

### Spring/Autumn Semester Course drop Approval Help

Current Status: All    Clas.: College/Graduate Sch    Year: 2021    Semester: 1st Semester    **Search**

수강취소신청자정보 < Previous Page SMS E-Mail **Approval** Reject

<input type="checkbox"/>	Current Status	Course Type	Course Name	Crs. No.	Lec. No.	Student Identification Number	Name	Year	Cancellation Reason	Other remarks
<input type="checkbox"/>	Waiting for approval	Subject for Liberal Education	Introduction of Contemporary Political World	044.002	001				I wil take course next time.	

[Number of cases:1Counts] Found

#### Details

College (Graduate School)	College of Social Sciences	Department	Department of Political Science and International Relations
Major	Political Science Major	Courses Credits	3
Degree Program	Bachelor		
Cancellation Reason	I wil take course next time.		

< Previous Page SMS E-Mail **Approval** Reject

## 3-1. Approval: Status 'Accepted'

Faculty ▼

Search Menu 🔍

My Info >

Give Approval >

Manage Approvals

• Set Approval Method

• Give Approval

Manage Classes >

Manage Students >

Personnel/Welfare >

Get Certificates >

Personnel >

Personnel (Application, Report) >

Personnel (Evaluation, Statistics) >

Professor Service > Give Approval > Manage Approvals > Give Approval

### Spring/Autumn Semester Course drop Approval Help

Current Status All ▼   
 Clas. College/Graduate Sch   
 Year 2021 ▼   
 Semester 1st Semester ▼   
Search

수강취소신청자정보 
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<input type="checkbox"/>	Current Status	Course Type	Course Name	Crs. No.	Lec. No.	Student Identification Number	Name	Year	Cancellation Reason	Other remarks
<input type="checkbox"/>	Accepted	Subject for Liberal Education	Introduction of Contemporary Political World	044.002	001				I wil take course next time.	

[Number of cases:1Counts] Found

**Details**

College (Graduate School)	College of Social Sciences	Department	Department of Political Science and International Relations
Major	Political Science Major	Courses Credits	
Degree Program	Bachelor		
Cancellation Reason	I wil take course next time.		

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## 3-2. Rejection: Status 'Returned'

Professor Service > Give Approval > Manage Approvals > Give Approval

### Spring/Autumn Semester Course drop Approval Help

Current Status: All    Clas.: College/Graduate School    Year: 2021    Semester: 1st Semester    [Search](#)

수강취소신청자정보 [< Previous Page](#)   [SMS](#)   [E-Mail](#)   [Approval](#)   [Reject](#)

<input checked="" type="checkbox"/>	Current Status	Course Type	Course Name	Crs. No.	Lec. No.	Student Identification Number	Name	Year	Cancellation Reason	Other remarks
<input checked="" type="checkbox"/>	Returned	Subject for Liberal Education	North Korean Studies	044.023	002				I'll take this course next time	수강취소할 수 없습니다.

[Number of cases:1Counts] Found

#### Details

College (Graduate School)	College of Social Sciences	Department	Department of Economics
Major	Economics Major	Courses Credits	6
Degree Program	Bachelor		
Cancellation Reason	I'll take this course next time		

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