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| Course Add/Drop Application & Confirmation for Course Retake  (Graduate)  20 Year Semester | Advisor | | Department Head |
| Name |  |  |
| Signature |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept. (Major) |  | Student ID No. |  | Name |  |
| Contact No. |  | \*Please check (√) if applicable. | | | |
| Student Classification | Government scholarship( ),  KAIST scholarship( ),  General scholarship( ) | Student status | Full-time( )  Part-time( ) | Exceptions | Full-time, 13~18 credits( )  Part-time, 10~12 credits( )  Undergraduate major course( ) |

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| **< A d d >** | | | | | | | |
| No. | Course Number | Section | Course Title | Lecture-  Lab-Credit | Course Professor | | Note |
| Name | Signature |
| 1 |  |  |  | - - |  |  |  |
| 2 |  |  |  | - - |  |  |  |
| 3 |  |  |  | - - |  |  |  |
| 4 |  |  |  | - - |  |  |  |
| 5 |  |  |  | - - |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **< D r o p >** | | | | | | | |
| No. | Course Number | Section | Course Title | Lecture-  Lab-Credit | Course Professor | | Note |
| Name | Signature |
| 1 |  |  |  | - - |  |  |  |
| 2 |  |  |  | - - |  |  |  |
| 3 |  |  |  | - - |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **< Retake >** | | | | | | | |
| No. | Initial Course Registration Records | | | | Current Course(Retake Only) | | |
| Year/  Semester | Course Number | Course Title | Grade | Course Number (Section) | Course Professor | |
| Name | Signature |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |

※ Total applied credits after “Add" or "Drop" courses should be from 9 to 12 credits (full-time), from 1 to 9 (part-time). In the event of obtaining approval from the advisor and the department head, one is allowed to register for up to 18 credits (full-time) or 12 credits (part-time).

※ This course Add/Drop application form should be submitted to the Academic Registrar's Team (1st floor of the

Creative Learning Bldg.) after **obtaining signatures from the course professors** of the classes you wish to take/drop.

※ In the event of falling under any of the following, this form should be submitted to the Academic Registrar’s Team after obtaining signatures from the advisor and department head.

A. Full-time students who wish to take between 13 and 18 credits

B. Part-time students who wish to take between 10 and 12 credits

C. Those who wish to take undergraduate major courses (Courses Difficulty Level 4）

(Article 16 Paragraph 2 of Guidelines on Curriculum Management)

※ Students who apply for “Retaking courses” must pay all tuition fees during the designated period. If you fail to pay all tuition fees before the last day of that period, your application will be cancelled.

Date: MM, DD, YYYY