Course Registration Approval Form

Name		Student ID Number		Grade	
Major		Double Major			
Phone Number		E-mail			

◎ Notice on the Collection and Use of Personal Information

Personal information is collected and used without the data subject's consent in accordance with Article 15, Paragraph 1, Subparagraph 2 of the Personal Information Protection Act.

Purpose of Processing Personal Information	Personal Information Items	Legal Basis for Collection	Retention Period
Academic Affairs	Grade, student ID Number, major, double Major, phone number, e-mail	교육기본법 제16조 제2항	Petition: 10 years Academic Records: Semi-permanent

Course Information			
Course Number (예: YCS1001)	Section (예: 01)	Title (예: 경제학입문)	Professor (예: 홍길동)

Check before submission (확인 후 ☑표시하시기 바랍니다)	학생확인
1. I have completed the application for graduation/completion for the 2026-2 semester, and with the courses registered for the upcoming winterr session—including this course—I will be able to fulfill all graduation requirements. Or, I am expected to apply for graduation/ completion in the 2027-1 semester and acknowledge that this course will not be offered during the 2027-1 semester or the Summer 2027 session.	☐
2. I am not registered for any other course that overlaps in class time with the course I wish to add.	☐
3. I am not registered for another section of the same course with the same course code.	☐
4. Including the course I am requesting to add, I will not exceed the maximum number of credits allowed for the winter session (7 credits).	☐
5. The submission deadline for the request form is Nov. 27, 2026 (Fri), at 12:00 p.m. (noon). Any forms not submitted by the deadline will not be processed.	☐
6. I have read and understood all the notes listed below. ※ Notes - The Additional Enrollment Request Form must be submitted via email to the Academic Support Team. A confirmation email will be sent within one day after submission, so please make sure you receive it. If you do not receive a confirmation email, you must contact the Academic Support Team at 02-2123-2093. - The result of your request will be sent via email on Nov. 27, 2026 (Fri) around 5:00 p.m. - If you are confirmed to be eligible and your petition is approved, you must check the Yonsei Portal the following morning to verify that your course registration has been properly completed. If any issue is found, you must contact the Academic Support Team by Nov. 30, (Mon) at 3:00 p.m. Failure to do so will result in the course registration being invalid.	☐

I have reviewed all of the above requirements and hereby request approval for the additional course enrollment.

2026. 11. . Name (Signature)

Office of Academic Affairs

yshaksa@yonsei.ac.kr / 02-2123-2093