

# 2024학년도 융복합창의전공 통합정보시스템 매뉴얼

※ 학생 메뉴: 2024. 4. 8.(월) ~ 4. 12.(금)

가. 신청방법: 통합정보>학사행정>학적관리>일반복수(부)전공>일반복수(부)신청접수

- 1) 하단 상세내역 오른쪽 ‘신규(신청)’ 선택
- 2) 복수(부)구분, 신청학과전공 1지망 및 2지망 입력 후 ‘저장’

※ ‘학생 신청’은 1회만 가능 예시) 복수전공-1지망-2지망 or 부전공-1지망-2지망

The screenshot displays the '일반복수(부)신청접수' (General Double/Multiple Major/Minor Application) page. The left sidebar contains a 'MENU' section with '학사행정' (Academic Administration) selected. The main area has a '학생정보' (Student Information) section with fields for name, ID, and department. Below this is a '신청내역' (Application History) table with columns for '신청번호' (Application No.), '신청년도/학기' (Application Year/Term), '신청일자' (Application Date), '소속학과전공' (Affiliated Major/Minor), '복수(부)구분' (Double/Multiple Major/Minor Type), '신청구분' (Application Type), '변경후복수(부)' (After Change Double/Multiple Major/Minor), '신청학과전공(1지망)' (Applying Major/Minor (1st Choice)), '신청학과전공(2지망)' (Applying Major/Minor (2nd Choice)), '변경전학과전공' (Before Change Major/Minor), '최종결과' (Final Result), '등록일자' (Registration Date), and '학점이관일자' (Credit Transfer Date). The table shows one application with status '신청' (Application). Below the table is a '상세내역' (Detailed History) section with fields for '신청일자' (Application Date), '신청번호' (Application No.), '신청년도' (Application Year), '신청학기' (Application Term), '신청학과전공(부)구분' (Applying Major/Minor Type), '신청학과전공(1지망)' (Applying Major/Minor (1st Choice)), '신청학과전공(2지망)' (Applying Major/Minor (2nd Choice)), '변경후복수(부)구분' (After Change Double/Multiple Major/Minor Type), '변경후학과전공(1지망)' (After Change Applying Major/Minor (1st Choice)), '변경후학과전공(2지망)' (After Change Applying Major/Minor (2nd Choice)), '변경전학과전공' (Before Change Major/Minor), '최종결과' (Final Result), '등록일자' (Registration Date), and '학점이관일자' (Credit Transfer Date).

나. 취소방법: 통합정보>학사행정>학적관리>일반복수(부)전공>일반복수(부)신청접수

- 1) ‘확정내역 변경 및 취소’ 선택(화면 중간의 탭 클릭)
- 2) ‘확정내역’ 에서 취소할 복수/부전공 선택 후 ‘취소신청’ 클릭

다. 변경방법: **동일학과의 복수(부)전공 변경**

○ 복수전공→부전공, 부전공→복수전공으로 변경할 경우에는, 복수전공 또는 부전공을 신청한 후 해당 학과에 변경 사실을 안내하고, 이후 선발 및 승인되면 기존 복수전공 또는 부전공을 본부에서 취소 처리함

