

Canceling Registration in General Education Subjects (AY 2023, 2nd Term)

If you wish to drop a General Education class in which you are registered for the 2nd term of 2023, you should first contact the instructor by email to ask for their approval of canceling the class. Then enter a Cancellation of Registration Form by the appropriate deadline shown below.

Subjects that you have canceled will initially be entered as a "D" grade, but this will be changed to "E (canceled)" around mid-March. However, if you do not submit this cancellation form, and do not earn credit for the class (because you do not attend it etc.), your grade will be entered as "D (did not attend)."

Submission Periods for Cancellation of Registration Forms

(*The submission period differs depending on the class duration!)

Class Duration	Submission Period
① 2nd Term 3rd Quarter classes and classes held during 2nd Term for 2 consecutive quarters *including Intensive Courses	October 16 (Mon.) – October 31 (Tue.) 17:00(JST)
② Classes held during the 4th Quarter only (see Note)	December 11 (Mon.) - December 22 (Fri.) 17:00(JST)

Note: Only applies to classes that begin from the start of 4th Quarter (does not include classes held continuously over both 3rd and 4th Quarters)

How to apply:

Enter the Cancellation of Registration Form in the link below.

<https://forms.gle/an8DBSX2yVEysTG19>



*Make sure to log in to the form using your DC Mail account.

*Attach a screenshot of the email from the instructor that proves their approval of cancellation of class.

October 16th, 2023
Education and Student Support Department
Educational Affairs Division