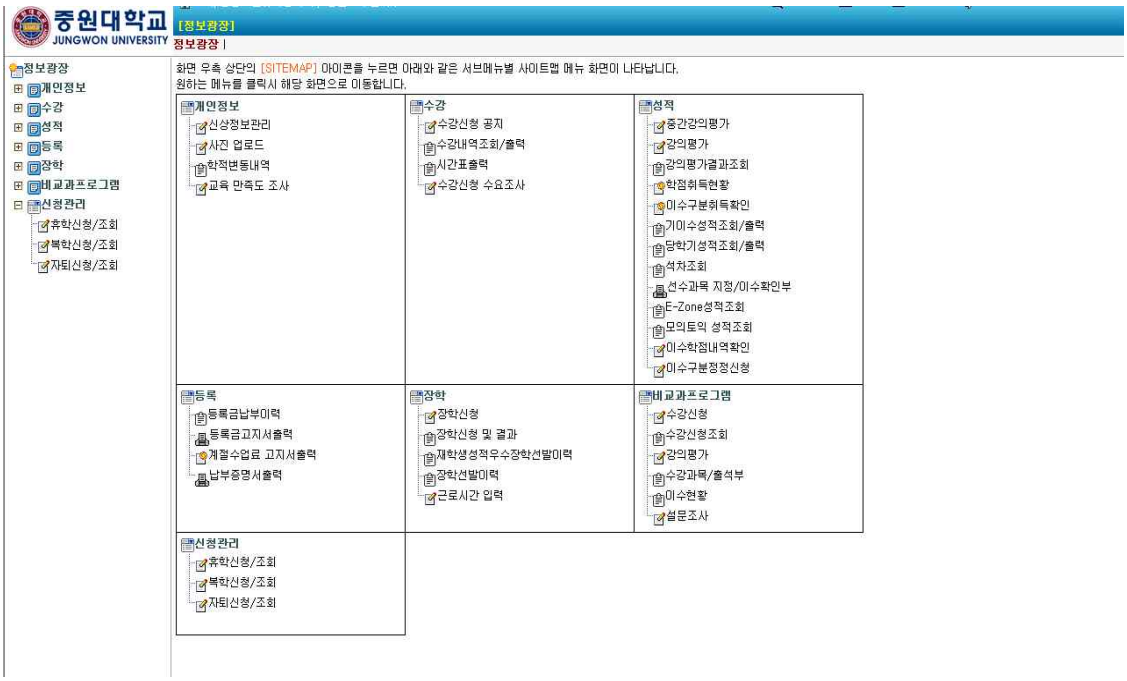
# 재학생 휴학 신청 절차

## 1. 휴학 신청 절차

### ① [통합정보시스템] ⇨ [정보광장] ⇨ [신청관리] 클릭



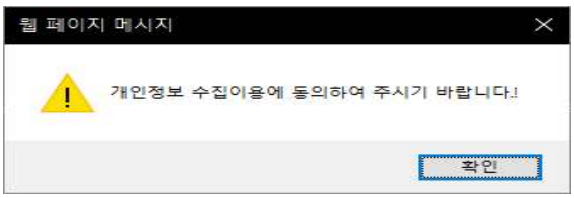

### ② [휴학신청/조회] 클릭



③ [신규] 버튼을 클릭 후 휴학구분 / 휴학사유 / 휴학학기수 / 상담유형 (전화, 온라인, 이메일, 면대면) / 희망상담일 / 희망상담시간 / 상담내용 입력 ⇨ [저장] 클릭



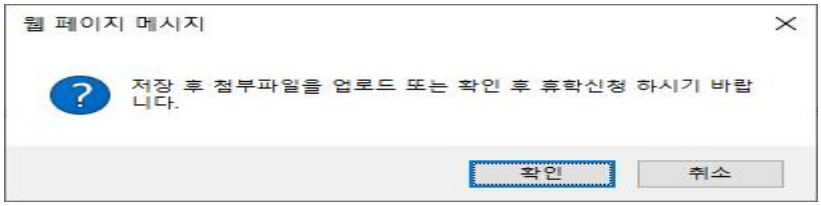

④ 개인정보 수집이용에 동의 안내, [확인] 클릭



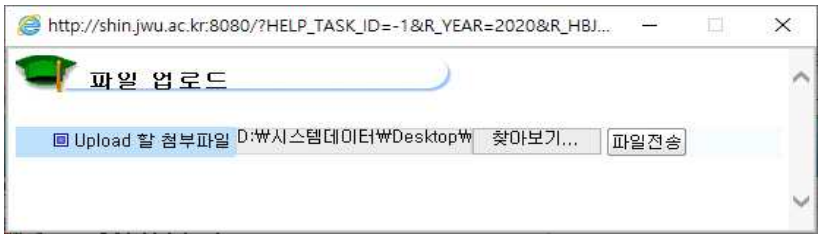

⑤ 민감정보 수집 이용, [예] 콤보버튼 전환



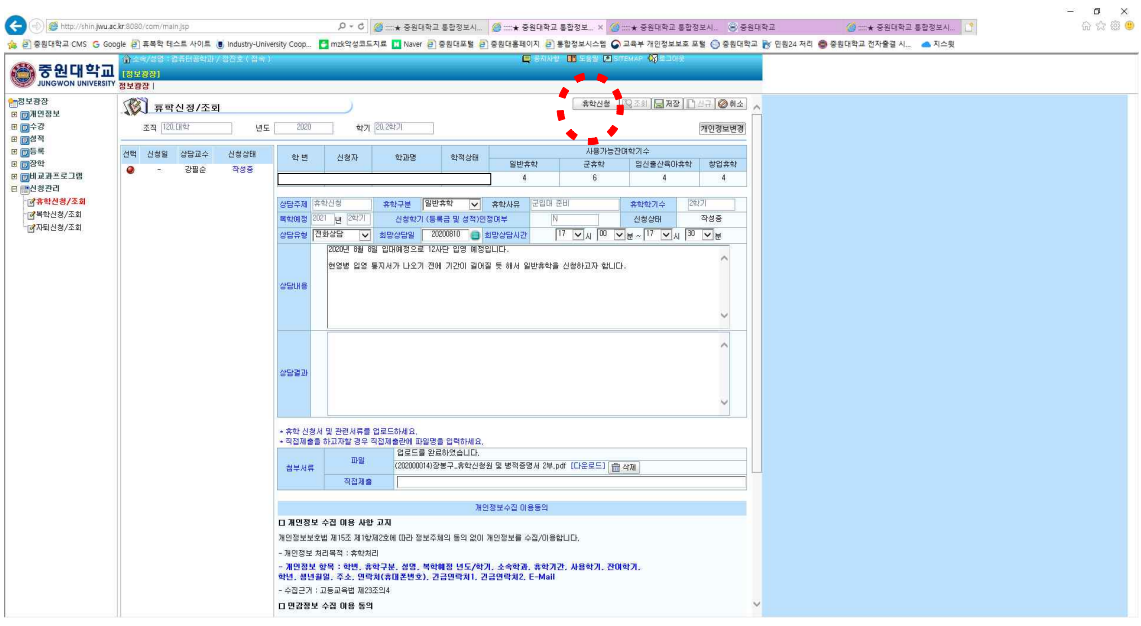
## ⑥ [저장 ] 클릭



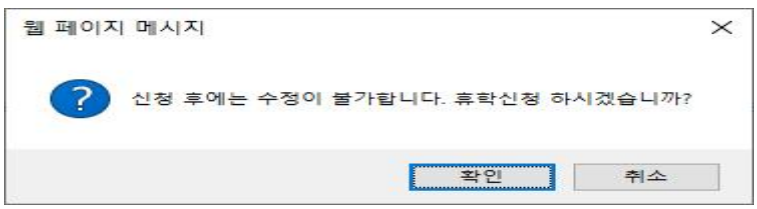

## ⑦ 파일업로드 (찾아보기 ⇨ [파일전송] 클릭)



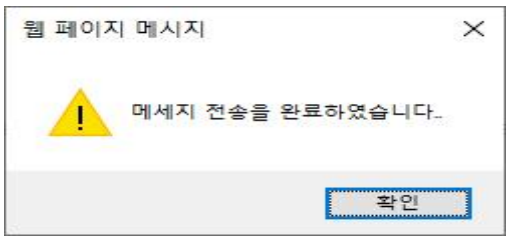

## ⑧ [휴학신청] 클릭




## ⑨ 팝업창의 [확인] 클릭



## ⑩ 메시지 전송 확인




## ⑪ 상담교수 신청상태 '작성중' → '처리중'으로 변경됨을 확인으로 신청 완료!

