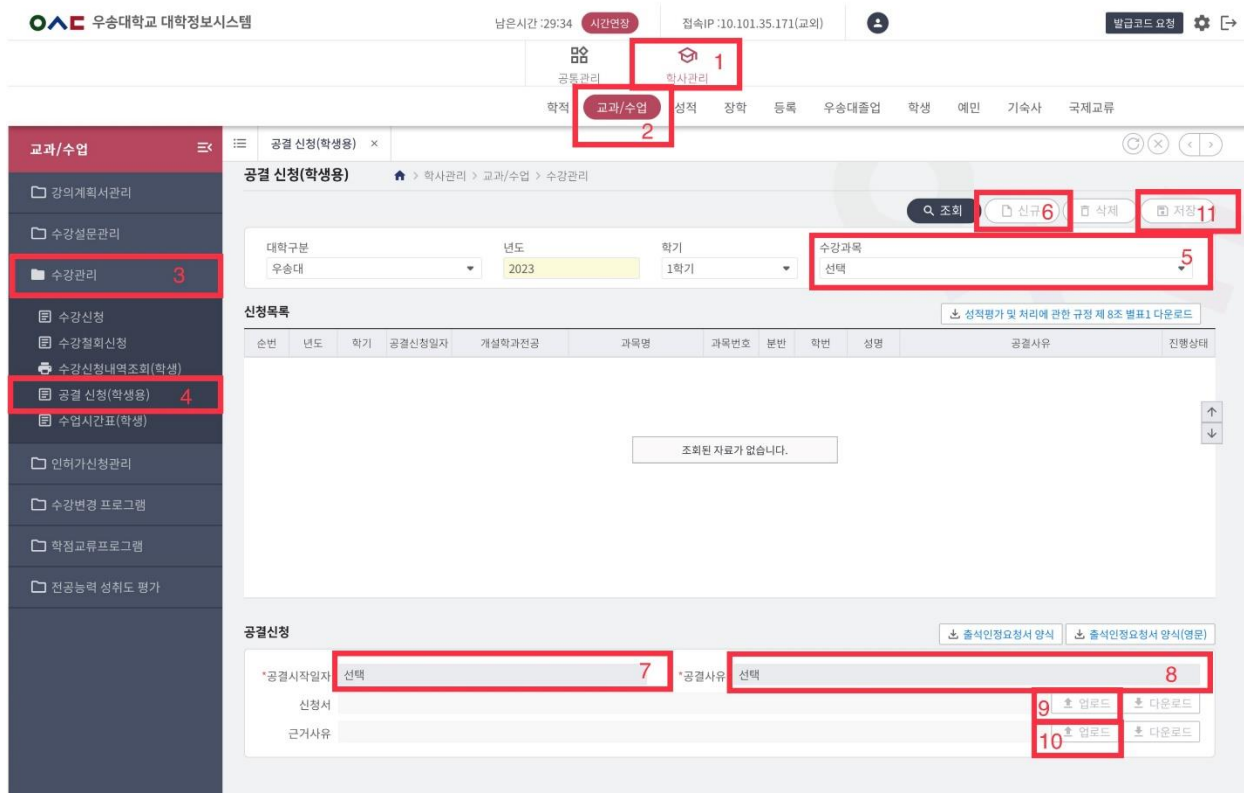


## Excused Absence Upload Instructions

To upload the paperwork for your Excused Absence, go to Woosong University infosystem at <https://wsinfo.wsu.ac.kr/>, log in and follow the below instructions.



The screenshot shows the '공결 신청(학생용)' (Excused Absence Application - Student Use) page. The interface includes a top navigation bar with '시간연장' (Time Extension) and '정속IP: 10.101.35.171(교외)' (Fixed IP: 10.101.35.171 (Off-campus)). The main content area has a search bar with '조회' (Search), '신규' (New), and '저장' (Save) buttons. Below the search bar, there are dropdown menus for '대학구분' (University Division) set to '우송대', '년도' (Year) set to '2023', '학기' (Semester) set to '1학기', and '수강과목' (Course Name) set to '선택'. The '신청목록' (Application List) table is currently empty, showing a message '조회된 자료가 없습니다.' (No data found). At the bottom, there are fields for '\*공결시작일자' (Excused Absence Start Date) and '\*공결사유' (Excused Absence Reason), both set to '선택'. There are also buttons for '신청서' (Application Form) and '근거사유' (Proof Document) with '호 입력' (Enter) and '다운로드' (Download) options.

1. Press Undergraduate (학사관리)
2. Press Subject/Course (교과/수업)
3. Press Course management (수강관리)
4. Press Public Application for Students (공결 신청 학생용)
5. Choose the Course Name (수강과목)
6. Save your Request (신규)
7. Choose the Class Date (date of the absence) (공결시작일자)
8. Choose the Reason for Absence (공결사유)
9. Upload your Application (신청서)
10. Upload your Proof Document (근거사유) \*Approved (signed and stamped) Application and Proof Document must be uploaded separately\*
11. Click Save (저장)