NOTICE TO DEGREE AND DIPLOMA STUDENTS:

ONLINE SUBJECT WITHDRAWAL (TD) FOR SEMESTER 1, 2024/2025

14 October 2024 - 6 January 2025.

Dear student,

This is an automated message and need immediate attention, please do not reply.

1. Please be informed that the Online Subject Withdrawal period for this semester has started from:
   14 October 2024 to 6 January 2025.

2. **Effects of Subject Withdrawal**

Description	Output
TD Grade: A 'TD' grade is assigned once the HOD/Dean approves the withdrawal.	'TD' grade appears on the transcript (not calculated in GPA/CGPA).
No Refund: No refund is granted for the withdrawn subject.	Financial status remains unchanged.
Co-requisite Subject: If the withdrawn subject has a co-requisite, that co-requisite must also be withdrawn.	Co-requisite subject is withdrawn if applicable.
Pre-requisite Subject: If the withdrawn subject is a pre-requisite, the corresponding subject will be dropped automatically.	Related subject is dropped from the student's enrolment.
Irreversible Action: Once the withdrawal is confirmed, it cannot be reversed.	Withdrawal cannot be undone.
Future Re-enrolment: Students may re-register the withdrawn subject in the next semester, depending on availability.	Possibility to re-register the subject in a future semester.
Deferment Option: Students cannot withdraw all subjects and must apply for deferment if they wish to withdraw from all registered subjects.	Deferment process is available via the online system.

3. If you wish to withdraw from a subject, kindly follow the steps outlined below to complete the withdrawal process:

No.	Step	Description	Initiator	Output
1.	Log in to the Withdrawal System	Students are instructed to log in to the online withdrawal system using the provided URL. http://info.uniten.edu.my/info	Student	Student successfully logs in to the system.
2.	Access the 'Withdraw Subject' Menu	The student navigates to the "Withdraw Subject" menu on the left side of the screen.	Student	Withdrawal options for registered subjects are displayed.
3.	View List of Registered Subjects	The system displays the student's registered subjects and timetable for Semester 1, 2024/2025.	Student	List of registered subjects and timetable is visible to the student.
4.	Select Subject to Withdraw	The student clicks on the withdrawal link next to the subject they wish to withdraw.	Student	Subject selected for withdrawal.
5.	Confirm Withdrawal Conditions	The student is asked to read and confirm the withdrawal conditions. If they agree, they must check the confirmation box.	Student	Confirmation checkbox ticked, and withdrawal conditions accepted.
6.	Finalize the Withdrawal	The student clicks "Confirm Withdrawal" to finalize their subject withdrawal.	Student	Withdrawal request submitted to the system.
7.	Notification of Withdrawal Status	An email is sent to the student, class lecturer, advisor, and Head of Department (HOD)/Dean to inform them of the withdrawal status.	System	Notification emails sent to relevant parties.

17 October 2024
Timetable Unit
Registrar Office
Universiti Tenaga Nasional