

## NOTICE TO DEGREE AND DIPLOMA STUDENTS ONLINE SUBJECT WITHDRAWAL (TD) FOR INTERIM SEM., 20/21 25 JUNE 2020 – 5 AUGUST 2020

Dear Students,

Please take note that The Online Subject Withdrawal period for this semester starts from **25 June 2020 (Thursday)** and will be ended on **5 August 2020 (Wednesday)**.

To withdraw subject(s) please follow the step by step instructions as below:

STEP	INSTRUCTIONS
1	Log In to:
	Internet <a href="http://info.uniten.edu.my/info">http://info.uniten.edu.my/info</a> (24hours)
	Apartment <a href="http://serrano/info">http://serrano/info</a> (24hours) & <a href="http://info.uniten.edu.my/info">http://info.uniten.edu.my/info</a> (24hours)
2	Go to Withdraw Subject menu on the left of the screen
3	You will see your list of registered subjects and timetable for Interim Sem., 20/21
4	Click withdraw link at the subject that you wish to withdraw
5	Please read and understand the conditions of withdraw subject. If you have confirmed to withdraw the subject, kindly <u>tick</u> confirm checkbox
6	Click Confirm Withdrawal.
7	Email of subject withdrawal status will be sent from the system to student, class lecturer, advisor and Head of Department (HOD)/ Dean.

The following are the subject withdrawal conditions:

- You will be given a 'TD' grade for the subject that you have withdrawn.
- The 'TD' grade will not contribute to your GPA/CGPA.
- The grade will be appeared on your transcript.
- There will be **NO REFUND** for the subject that you have withdrawn.
- **If the withdrawn subject has a co-requisite, the co-requisite subject needs to be withdrawn as well.**

- The subject that you have chosen during the Academic Advising Week will be dropped automatically if the withdrawn subject is a pre-requisite for the particular subject.
- **Once you confirm, you will not be able to reverse the withdrawal.**
- You may register the subject that you have withdrawn during the Add/ Drop session for the coming semester (subject to availability).
- You **are not allowed to withdraw all the subjects** that you have registered in the semester. **You are required to apply for Deferment should you wish to withdraw all subjects.** This deferment is not included in determining the number of semesters used. The deferment form can be obtained at UNITEN website > Student > Registrar Form.

Thank you.

Registrar Office  
25 June 2020