

**NOTICE TO DEGREE AND DIPLOMA STUDENTS
ONLINE SUBJECT WITHDRAWAL (TD)
FOR SEMESTER 2, 2023/2024
15TH MARCH – 6TH JUNE 2024**

Dear Students,

Please take note that The Online Subject Withdrawal period for this semester starts from **15th March 2024** and will be ended on **6th June 2024**.

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

STEP	INSTRUCTIONS
1	Log In to: Online Subject Withdrawal URL: http://info.uniten.edu.my/info (24hours)
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3	You will see your list of registered subjects list and timetable for Semester 2, 2023/2024
4	Click withdraw link at the subject list 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- You will be given a 'TD' grade for the subject that you have withdrawn once your HOD/ Dean approved the request.
- 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- There will be **NO REFUND** for the subject that you have withdrawn.
- **If the withdrawn subject has a co-requisite, the co-requisite subject needs to be withdrawn as well.**

- The subject that you have chosen during the Subject Registration week will be dropped automatically if the withdrawn subject is a pre-requisite for the particular subject.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- You may register the subject that you have withdrawn during the Subject Registration session for the coming semester (subject to availability).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. Application for deferment can be made via <https://info365.uniten.edu.my/info365> > Home > Deferment Application.

Thank you.

Registrar Office
14th March 2024