

WITHDRAW with W standing via New ACIS

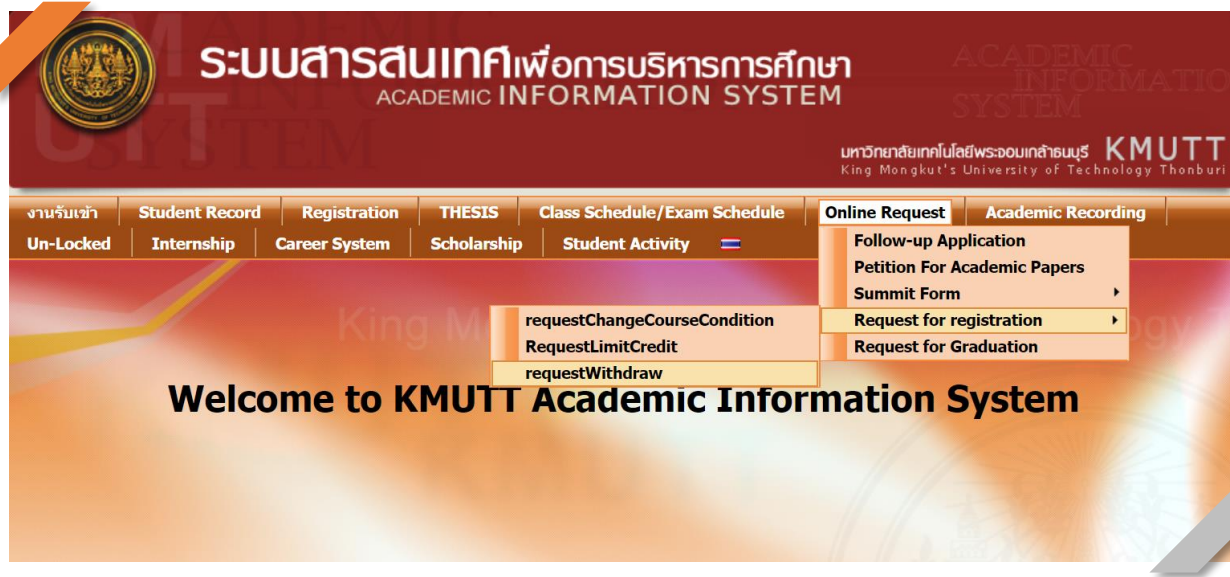
Semester 1/2018

Wed 10 October - Fri 9 November 2018

Tue 13 November 2018 : Last day for approval online request from Advisor and Head of department/Chairperson
If the request has not been approved within due date, the withdrawal would not be complete.

Registrar's Office KMUTT
Contact us : 0-2470-8154, 0-2470-8340





In Case that a student's remaining credits are less than the credits required by the curriculum (12 for ungraduated students and 6 for graduated students), the system will warn students to submit and RO.18 Form, or in the case of withdrawal of all courses, students must submit an RO.12 form to the Registrar's Office, otherwise the withdrawal will not be effective.

- Step 1 :** Login New ACIS.
<https://sinfo.kmutt.ac.th/NewAcis/login.jsf>
- Step 2 :** Choose 'Online Request'.
- Step 3 :** Choose 'Request for Registration'.
- Step 4 :** Select Subject (s).
- Step 5 :** Choose 'Send Request'
- Step 6 :** Choose 'Request Withdraw'.

- Step 7 :** Advisor considers withdrawing the course (s)
- Step 8 :** Head of department/Chairperson considers withdrawing the course (s)
- Step 9 :** Check the withdraw course (s) > Choose 'Registration'
> Check/Print Enrollment Confirmation > When a 'W' letter appears in the 'Remark' box, it means the withdrawing is complete.

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