


How to make a Withdrawal Registration

<https://mycourses.ict.mahidol.ac.th/mod/forum/discuss.php?d=263>

Course Withdrawal

Education Information Unit
The Office of Academic Administration
Faculty of ICT



- 1 What is Course Withdrawal?**

Course Withdrawal is when the student registers any courses and completes the payment. Consequently, you do not want to study the courses anymore, and request to withdraw in the set period.

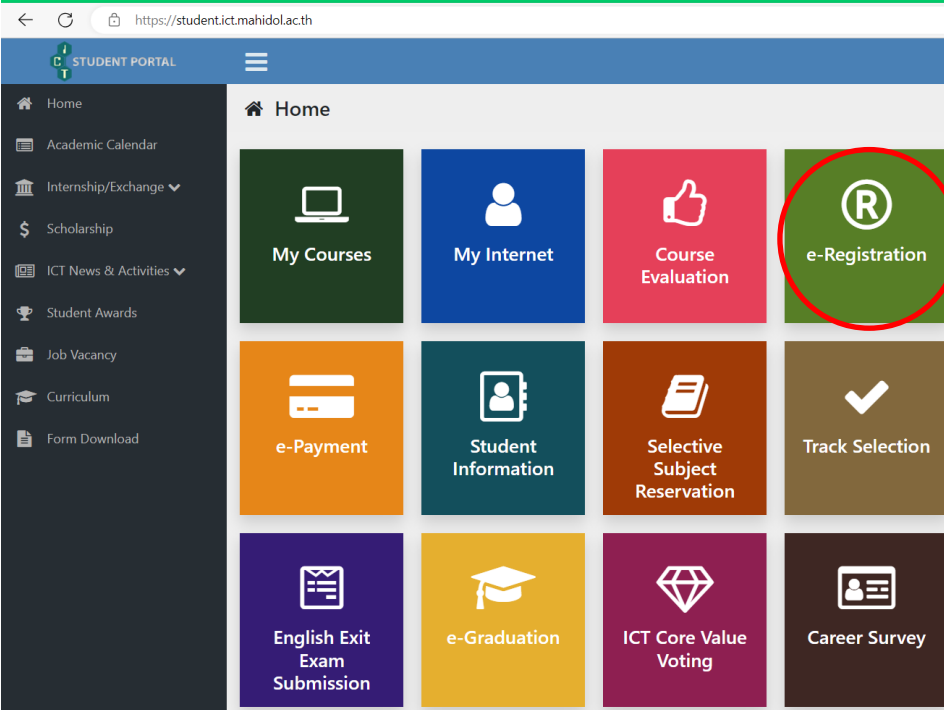
All Withdrawals will be counted and showed as 'W' in Transcript.
- 2 When can you make Withdrawal?**

The Schedules are as follows:

 - **1st and 2nd Semester:**
2 weeks after the semester begin
 - **Summer Semester:**
1 week after the semester begin
- 3 How many courses can you make Withdrawal?**

The answer is "Up to you", BUT you must have more than 9 credits left! Withdraw all courses or make School Leave, TALK with us First.
- 4 Where's the schedules?**
 - ✓ MyCourses (Registration News)
 - ✓ E-mail (student.mahidol.ac.th)
 - ✓ or Contact Education information unit.
Tel. 092-256-2443 or
02-4410909 ext. 141, 341, 342
Email : ictregistrar@mahidol.ac.th

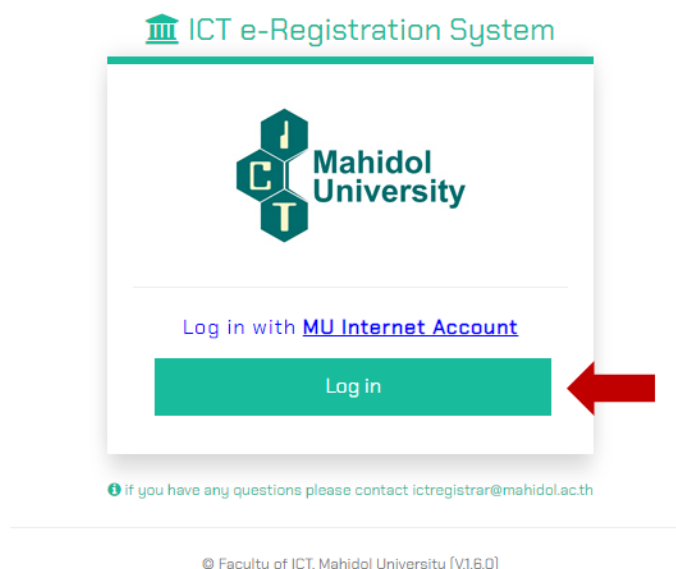
1. Go to Student Portal >> E-Registration (<https://student.ict.mahidol.ac.th/>)



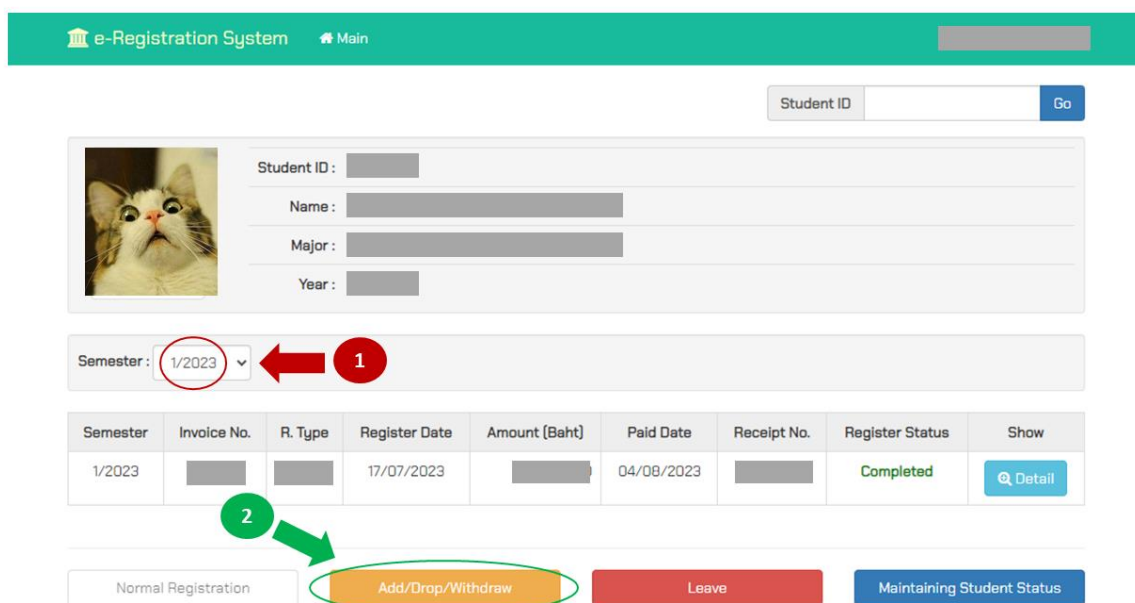
The screenshot shows the Student Portal interface. The 'e-Registration' button is highlighted with a red circle and a red arrow pointing to it from the right. The interface includes a navigation menu on the left and a grid of service tiles on the right.

My Courses	My Internet	Course Evaluation	e-Registration
e-Payment	Student Information	Selective Subject Reservation	Track Selection
English Exit Exam Submission	e-Graduation	ICT Core Value Voting	Career Survey

2. Log in to your account.



3. Select semester for withdrawal registration, then click "Add / Drop / Withdraw" button.



4. Please follow this step;

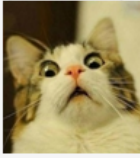
4.1 Make the correct symbol in front of the subjects that you would like to withdraw.

4.2 Also, select the list-box "Regist." as "W"

4.3 Then choose the button "Confirm Your Registration"

e-Registration System [Main](#)

Add/Drop/Withdraw

 Student ID:
Name:
Major:
Year:

Semester: 1/2023

	Subject Code	Subject Name	Credit			Status		Repeat/Regrade	
			Total	Lec.	Lab	Regist.	Grade	Sem.	Subject
<input checked="" type="checkbox"/>	ITCS402	COMPUTER & BUSINESS ETHICS	3	3	0	W	N		
<input type="checkbox"/>	ITCS476	DIGITAL IMAGE PROCESSING	3	3	0	N	N		
<input type="checkbox"/>	ITCS491	SENIOR PROJECT I	3	0	3	N	N		
<input type="checkbox"/>	ITCS495	SPEC TOP IN DATA&INTELL SYS	3	3	0	N	N		
<input type="checkbox"/>	ITID276	MANAGEMENT	2	2	0	N	N		
Total [not include drop and withdraw credit]			0	0	0				

Remark : Regist. Status : A-Add, D-Drop, N-Normal, W-Withdraw | Grade Status : A-Audit, C-Continue, E-Repeat, N-Normal, P-Progress, R-Regrade

Please select subject for add.

5. Wait for the approval within 5 days by Education Information Unit (Registration Unit).