

User Guide

Withdrawal from a Semester

! First Step

The student must log in to the academic system portal, enter their university ID number as the username, and input their password.



! Second Step

Follow the steps illustrated below.

1. Navigate to the main menu and select Requests Entry.
2. Click on Enter Academic Movements.



! Third Step

After selecting Enter Academic Movements, a secondary screen will appear. Follow the steps shown in the figure below:

- Choose Enter a New Academic Movement to proceed to the academic movements page.
- If you have previously submitted requests, you may select Show Academic Movements to review them.



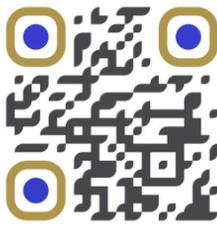
! Fourth Step

Upon selecting Enter a New Academic Movement, proceed with the following:

- Choose the type of movement (Withdrawal from a Semester).
- Select the reason for withdrawal from the provided options.
- Click Save to finalize the process.



For details on Article 22 of the regulations, please scan the QR code.



To access the online portal, please scan the QR code.

