

COURSE ENROLMENT AND PAYMENT MANUAL FOR ONLINE REGISTRATION SYSTEM

and step-by-step directions to successfully withdraw course online with W remark for Thammasat University undergraduate and graduate students

1. Access to Thammasat University House of Registrar website by logging on to www.reg.tu.ac.th, and click on **Login** on the left panel menu.



The screenshot shows the homepage of the Office of the Registrar at Thammasat University. The header includes the university logo and name in Thai, along with navigation links for 'Home', 'About Us', 'Contact Us', and 'Site Map'. A 'Main Menu' is located on the left, with 'Login' highlighted by a red arrow. The main content area features a banner for the 2552 academic year and a section for 'News & Events' with a link to 'Online...'. A 'Hot News' section is also visible on the right.

2. Fill in the required information to access to the registration system.
 - 2.1 your 10-digit student ID as username.
 - 2.2 your modem access control code as your password.
 - 2.3 Click **Log** to continue.



The login form is titled "Enter username and password" and includes a magnifying glass icon. It has two input fields: "Student ID/User ID" containing the number "9999999981" and "Password" containing masked characters. Below the fields is a note in Thai: "(รหัสผ่าน Remote Access สำหรับหมุนโมเด็ม)" and a "Log" button. A red arrow points to the "Log" button.

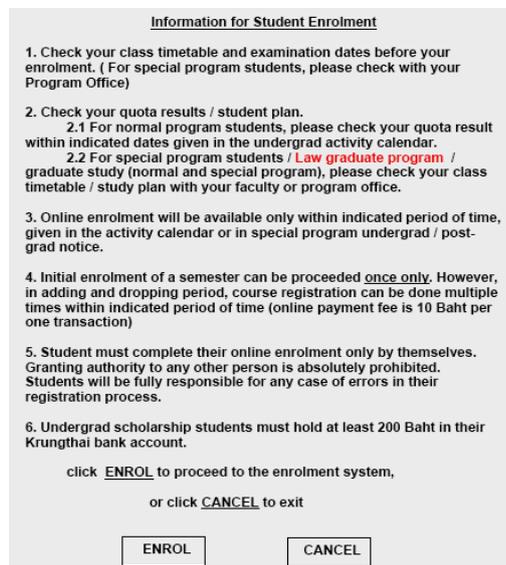
3. Check your full name and student ID appearing on the screen. Then, click **enrol** on the left panel menu. The enrol button will be visible only during the course enrolment period indicated in the activity calendar.

⇒ The enrolment activity and payment for student's first enrolment prior to semester commencement date can be made once only.

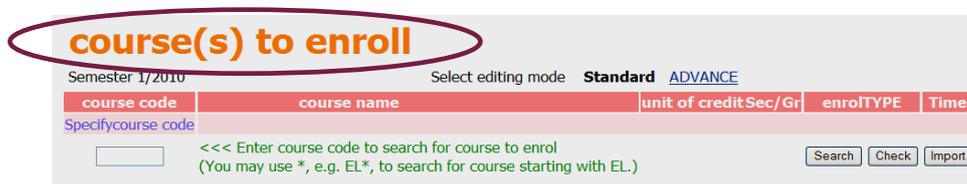


⇒ For students who are not able to complete their first enrolment prior to semester commencement date, the button will appear as **late enrolment** during the late-enrolment and course adding-withdrawal period, which is indicated in the activity calendar. For late-enrolment, undergraduate students will be fined for 45 Baht per day late and graduate students will be fined for 100 Baht per day late, starting from the first day of the late-enrolment period, weekends and official holidays excluded.

4. Read through the regulations for registration carefully, then click **ENROL**.



5. The following screen will then appear for first enrolment.



Or the following screen for late-enrolment.

course(s) to enroll (late enrolment)

Semester 1/2010 Select editing mode **Standard** [ADVANCE](#)

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Time
Specify course code					

6. Students can search for your desired courses to enrol.

6.1 Students who receive quota in quota courses can click on **Import**. All granted quota courses will appear in the upper part of the screen.

course(s) to enroll

Semester 1/2010 Select editing mode **Standard** [ADVANCE](#)

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Time
TU006 [delete]	ENGLISH 2	3	360001	Pass/Fail	
Specify course code		TOTAL CREDIT	3		Expense 17,800.00

Notification Foreign courses exceed faculty courses. Please confirm your enrolment.

6.2 Fill in your course code, using English capital letters together with 3-digit numbers without space. Then, click **Search**.

course(s) to enroll

Semester 1/2010 Select editing mode **Standard** [ADVANCE](#)

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Time
Specify course code					

<<< Enter course code to search for course to enrol (You may use *, e.g. EL*, to search for course starting with EL.)

6.3 Or type in the 2 alphabets of the course code, followed by an asterisk (*), e.g. EM*, then click **Search**. The system will search for all courses starting with the given alphabets that are available for enrolment in that semester.

course(s) to enroll

Semester 1/2010 Select editing mode **Standard** [ADVANCE](#)

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Time
Specify course code					

<<< Enter course code to search for course to enrol (You may use *, e.g. EL*, to search for course starting with EL.)

7. After completing 6.2 and 6.3, course detail will appear by sec./gr. and quantity limit/remain. Select course by clicking on the **PINK enrolment card sign**, the selected course will move to the upper part of the screen. Your total credit points and payment amount will be calculated spontaneously.

course(s) to enroll

Semester 1/2010 Select editing mode **Standard** ADVANCE

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Expense
TU006 [delete]	ENGLISH 2	3	360001	Pass/Fail	
EM632 [delete]	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3	360001	Credit	
Specify course code		TOTAL CREDIT	6		23,800.00

Notification: Foreign courses exceed faculty courses. Please confirm your enrolment.

<<< Enter course code to search for course to enrol (You may use *, e.g. EL*, to search for course starting with EL.)

EM* Search Check Import

Select	course code	course name	unit of credit	Sec/Gr	quantity limit/remain	Quota/of plan	Time
course(s) to enroll							
Level/Master RANGSIT							
	EM601	SUSTAINABILITY OF ENERGY AND ENVIRONMENT	3	360001	9999/9999		
	EM610	INDUSTRIAL ENERGY MANAGEMENT	3	360001	9999/9999		
	EM614	THERMAL ENERGY ANALYSIS	3	360001	9999/9999		
	EM616	BUILDING ENERGY MANAGEMENT	3	360001	9999/9999		
	EM619	ALTERNATIVE ENERGY	3	360001	9999/9999		
	EM630	CLEANER TECHNOLOGY	3	360001	9999/9999		
	EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3	360001	9999/9999		
	EM633	AIR POLLUTION CONTROL AND MANAGEMENT	3	360001	9999/9999		
	EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	3	360001	9999/9999		
	EM800	THESIS	12	360001	9999/9999		

8. Add more subject to your enrolment list.

course(s) to enroll

Semester 1/2010 Select editing mode **Standard** ADVANCE

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Expense
TU006 [delete]	ENGLISH 2	3	360001	Pass/Fail	
EM632 [delete]	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3	360001	Credit	
EM800 [delete]	THESIS	12	360001	Pass/Fail	
Specify course code		TOTAL CREDIT	18		No expense

Notification: จดทะเบียนมากกว่าเกณฑ์ MAX = 12, CURRENT = 15

<<< Enter course code to search for course to enrol (You may use *, e.g. EL*, to search for course starting with EL.)

EM* Search Check Import

Select	course code	course name	unit of credit	Sec/Gr	quantity limit/remain	Quota/of plan	Time
course(s) to enroll							
Level/Master RANGSIT							
	EM601	SUSTAINABILITY OF ENERGY AND ENVIRONMENT	3	360001	9999/9999		
	EM610	INDUSTRIAL ENERGY MANAGEMENT	3	360001	9999/9999		
	EM614	THERMAL ENERGY ANALYSIS	3	360001	9999/9999		
	EM616	BUILDING ENERGY MANAGEMENT	3	360001	9999/9999		
	EM619	ALTERNATIVE ENERGY	3	360001	9999/9999		
	EM630	CLEANER TECHNOLOGY	3	360001	9999/9999		
	EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3	360001	9999/9999		
	EM633	AIR POLLUTION CONTROL AND MANAGEMENT	3	360001	9999/9999		
	EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	3	360001	9999/9999		
	EM800	THESIS	12	360001	9999/9999		

9. For undergraduate students who wish to enrol in Thesis or Dissertation course, after selecting your Thesis or Dissertation course, please follow 9.1 and 9.2.

9.1 Click on Advance.

course(s) to enroll

Semester 1/2010 Select editing mode **Standard** **ADVANCE**

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Time
TU006 [delete]	ENGLISH 2	3	360001	by course	
EM632 [delete]	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3	360001	by course	
EM800 [delete]	THESIS	12	360001	by course	
Specify course code		TOTAL CREDIT	18		No expense

Notification: จดทะเบียนมากกว่าเกณฑ์ MAX = 12, CURRENT = 15

9.2 Erase and re-enter the amount of credit points as indicated by your program.

course(s) to enroll

Semester 1/2010 Select editing mode Standard **ADVANCE**

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Time
TU006 [delete]	ENGLISH 2	3	360001	by course	
EM632 [delete]	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3	360001	by course	
EM800 [delete]	THESIS	3	360001	by course	
Specify course code	TOTAL CREDIT	9			Expense 29,800.00

10. The registration system will verify your selected item and automatically calculate the total payment amount for you. If no error occurs, click on **Confirm enrolment** on the left panel menu.

course(s) to enroll

Semester 1/2010 Select editing mode Standard **ADVANCE**

course code	course name	unit of credit	Sec/Gr	enrolTYPE	Time
TU006 [delete]	ENGLISH 2	3	360001	Pass/Fail	
EM632 [delete]	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3	360001	Credit	
EM800 [delete]	THESIS	3	360001	Pass/Fail	
Specify course code	TOTAL CREDIT	9			Expense 29,800.00

Notification Foreign courses exceed faculty courses. Please confirm your enrolment.

<<< Enter course code to search for course to enrol
(You may use *, e.g. EL*, to search for course starting with EL.)

Search Check Import

11. Click **Confirm enrolment** button again to confirm your enrolment. (Once the enrolment is confirmed, students will not be able to edit their enrolment list.)

Confirm enrolment

please verify enrolment list
Once confirmed, please click Confirm enrolment.
Your enrolment list cannot be edited once confirmed.

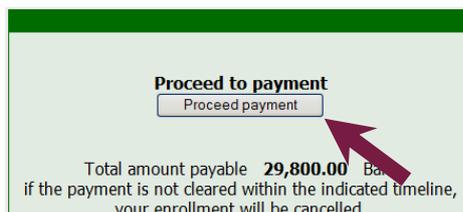
Confirm enrolment

course(s) to enroll					
course code	course name	Enrolment type	unit of credit	Sec/Gr	
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT การควบคุมและจัดการกากสารพิษและของเสียอันตราย	Credit	3	360001	
EM800	THESIS วิทยานิพนธ์	Pass/Fail	3	360001	
TU006	ENGLISH 2 ENGLISH 2	Pass/Fail	3	360001	
			TOTAL CREDIT	9	

Examination timetable					
course code	course name	Sec/Gr	Midterm examination	Final Examination	
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT การควบคุมและจัดการกากสารพิษและของเสียอันตราย	360001	-	-	
EM800	THESIS วิทยานิพนธ์	360001	-	-	
TU006	ENGLISH 2 ENGLISH 2	360001	-	-	

Note: C = Lec L = Lab R = Con S = Self T = Tut

12. Click on **Proceed payment** button. (If students are not able to make payment within the indicated period of time, your enrolment information will be removed from the registration system.)



The payment process is as follows:

13. For faculty/program using the online payment system:

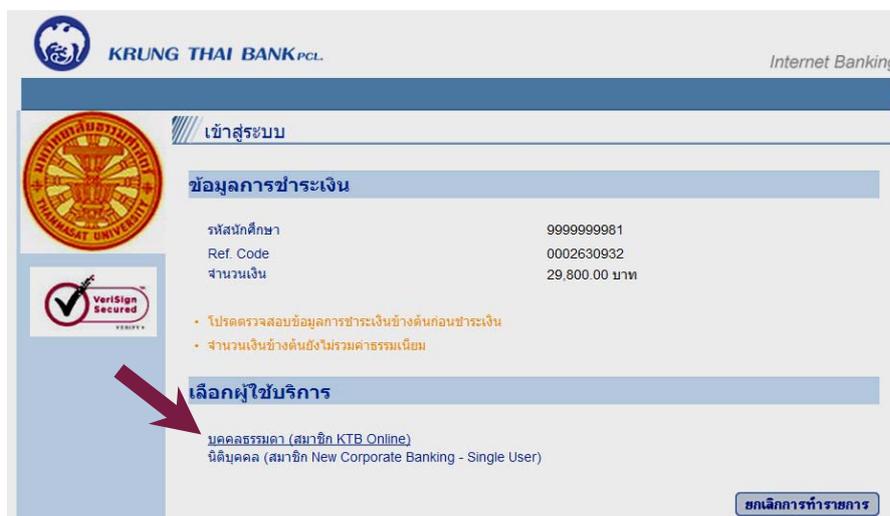
- 13.1 Your fee summary page will appear on the screen. Click **PAY ON-LINE** to proceed.

No.	-----List-----	amount
1.	Tuition Fee	16,500.00
2.	Library Service Fee	1,500.00
3.	University Service Fee	1,500.00
4.	Academic Development Fee	10,000.00
5.	Internet Service Fee	300.00
TOTAL		29,800.00

Select PAY ONLINE to pay enrolment fees using your online account.

PAY ON-LINE
ชำระเงิน on-line

- 13.2 To select user account, click on **บุคคลธรรมดา (สมาชิก KTB online)**.



13.3 To access to Krungthai Bank online payment system, fill in the following information:

13.3.1 Your **ATM card number**, 16-digit number on the front side of your student ID card (do not use space)

13.3.2 Your **ATM (VDB) PIN number** (4-digit code to access to your account or Visa Debit)

13.3.3 Click **เข้าสู่ระบบ** (*Access*).

เข้าสู่ระบบ

ATM Card NO. 4532158010001035

PIN ****

เข้าสู่ระบบ สบข้อความทั้งหมด ย้อนกลับ ยกเลิกการทำรายการ

13.4 To ensure that your bank account is ready for online payment or to check whether your payment has been successfully processed, students can check your account balance or account transaction record by clicking on the menu; the account detail you request for will appear on the lower part of the screen.

รายการชำระหนี้

จำนวนเงิน 2,250.00 บาท

ต้องการหักเงินจากเลขที่บัญชี

เลขที่บัญชี	ประเภทบัญชี
000-0-29112-9	ออมทรัพย์

Email Address

Mobile No. (for sms)

• คำบริการ SMS ธนาคารอาจเรียกเก็บค่าธรรมเนียมตามประกาศ

ตรวจสอบยอดเงินคงเหลือ **ดูรายการบัญชีย้อนหลัง** **ชำระหนี้** **ยกเลิกการทำรายการ**

รายการย้อนหลัง 5 รายการภายใน 30 วัน

วันที่	รายการ	รายละเอียด	จำนวนเงิน	ยอดเงินคงเหลือ
07-07-2010 04:06:16	PBSWPS	8420 -9999999981	-6,000.00	2,015.20
07-07-2010 04:06:16	PASFE	PB-8420 Fee	-10.00	2,005.20
07-07-2010 02:46:16	PBSWPS	8420 -9999999981	-29,800.00	8,025.20
07-07-2010 02:46:16	PASFE	PB-8420 Fee	-10.00	8,015.20

13.5 To receive auto-report of your student account transaction from the bank, fill in your **e-mail address** and your **mobile phone number** (for SMS auto-report). Click **ชำระหนี้** (*Proceed payment*).

Email Address

Mobile No. (for sms)

• คำบริการ SMS ธนาคารอาจเรียกเก็บค่าธรรมเนียมตามประกาศ

ตรวจสอบยอดเงินคงเหลือ **ดูรายการบัญชีย้อนหลัง** **ชำระหนี้** **ยกเลิกการทำรายการ**

- 13.6 Fill in your 4-digit ATM (VDB) PIN again and click **ยืนยัน** (*Confirm*). The system will immediately deduct the payment amount including 10 Baht process fee from your bank account.

ยืนยันการชำระเงิน

กรุณายืนยันรายการชำระเงิน

ชื่อผู้ให้บริการ	██████████
หน่วยงานผู้รับชำระ	Thammasart University
รหัสนักศึกษา	9999999981
Ref. Code	0002630932
จากบัญชีเลขที่	000-0-29112-9
จำนวนเงิน	29,800.00 บาท
ค่าธรรมเนียม	10.00 บาท
รวมเป็นเงิน	29,810.00 บาท
Email Address	██████████@hotmail.com
Mobile No. (for sms)	08 ██████████
ATM PIN

ยืนยัน **ย้อนกลับ** **ยกเลิกการทำรายการ**

- 13.7 The bank will give you the summary page of your payment. Students are recommended to print out this page for your own record by clicking **พิมพ์** (*Print*). Student must also click **เสร็จสิ้น** (*Finish*).

สิ้นสุดการทำรายการชำระเงิน

รายละเอียดการชำระเงิน

ธนาคารได้ทำการหักเงิน เพื่อชำระเงิน จากบัญชีของท่านเป็นที่เรียบร้อยแล้ว ดังมีรายละเอียดดังต่อไปนี้:

ชื่อผู้ให้บริการ	██████████
หน่วยงานผู้รับชำระ	Thammasart University
รหัสนักศึกษา	9999999981
Ref. Code	0002630932
จากบัญชีเลขที่	000-0-29112-9
จำนวนเงิน	29,800.00 บาท
ค่าธรรมเนียม	10.00 บาท
รวมเป็นเงิน	29,810.00 บาท
Email Address	██████████@hotmail.com
Mobile No. (for sms)	08 ██████████

สำหรับธนาคาร

วันที่ทำรายการ	07/07/2010
เวลาที่ทำรายการ	14:46:15
รหัสเครื่องทำรายการ	KT8420
ลำดับรายการ	149160
Approval Code	753173

พิมพ์ **เสร็จสิ้น**

- 13.8 For the safety of your online information, please click **Log Out** on the left panel menu to completely log out from the system or click **GO BACK** to the main menu.

Log Out

KTB Online Payment

Attention:

* Paid already *

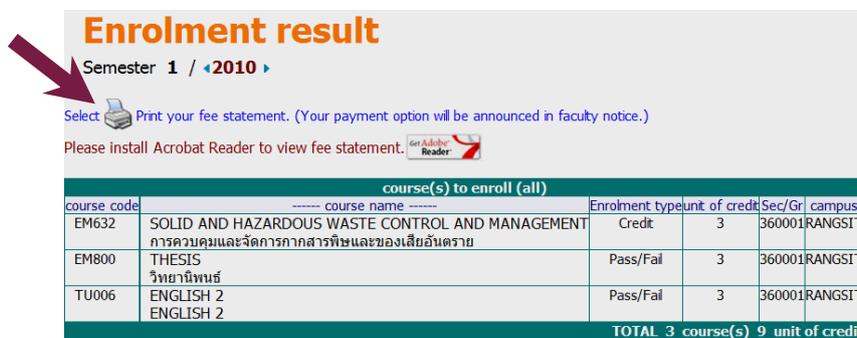
GO BACK

14. For faculties/programs that require printed fee statement for other specified bank payment:

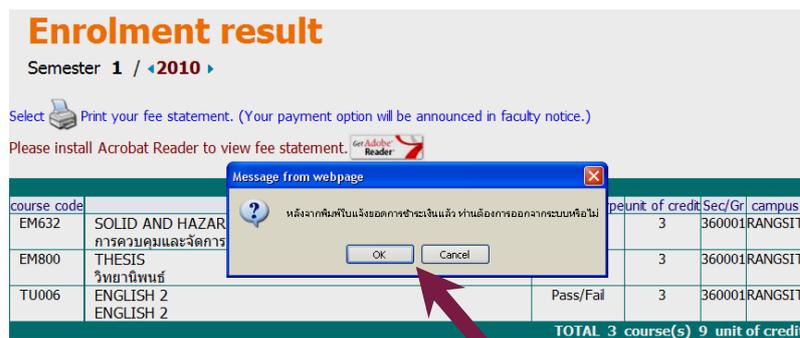
14.1 After logging into the system, click on enrolment result on the left panel menu.



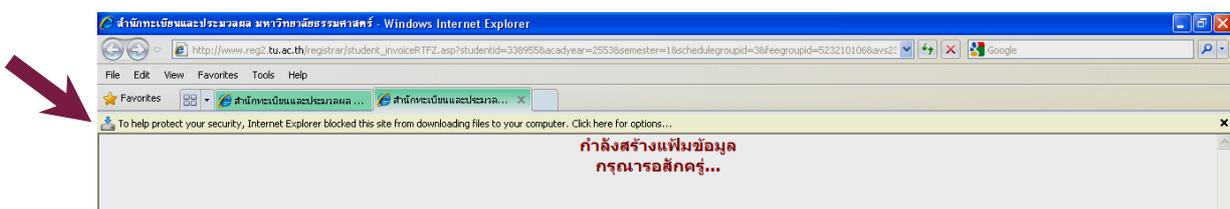
14.2 Click on the Printer sign to print out your fee statement.



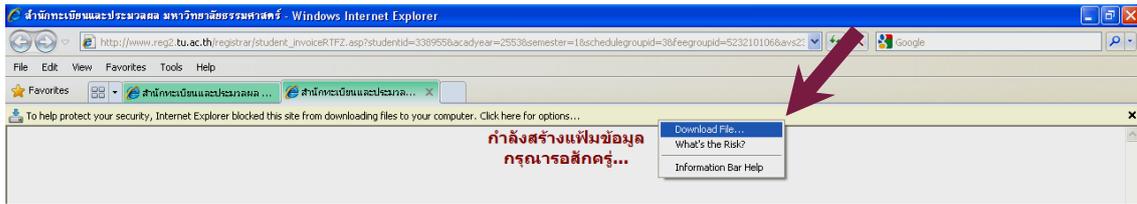
14.3 Click Ok to log out from the system, or click Cancel to stay in for other online activities.



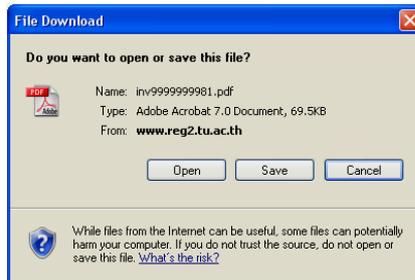
14.4 You will be informed that your fee statement file is being generated. A light-yellow pop-up bar will appear on top of the screen.



14.5 Click on the pop-up bar and select **Download file**....



14.6 After file download is complete, click **Open** or **Save** to proceed printing.



14.7 Print out your **fee statement** containing payment barcode at the bottom of the page and bring it to the teller of the bank specified by your faculty/program to make payment. (If student's payment is not complete within the indicated date, your enrolment list will be removed from the university's record.)

มหาวิทยาลัยอโยธยธรรมศาสตร์ (ส่วนที่ 1 ส่วนรับนักศึกษา)
 ใบแจ้งการชำระเงินค่าลงทะเบียนเรียน วันที่พิมพ์ 06/07/53 16:37
 Statement of Student Account เลขที่บัญชี 26300343

รหัสนักศึกษา 999999981 ชื่อ ██████████ ภาคการศึกษา 1/2553
 ระดับการศึกษา ปริญญาโท โครงการพิเศษ ภาคการศึกษาทั้งหมดมี
 สาขาวิชา ภาษาอังกฤษโท สาขาวิชาภาษาอังกฤษและจีนในเขตเมือง หมวดวิชาบังคับโท สาขาวิชาจัดการพลังงาน

ที่ No.	รายการ	หน่วยกิต Credit	กลุ่ม Sec/Group	จำนวนเงิน Amount(Baht)
1	ค่าลงทะเบียน			1,800.00
2	ค่าธรรมเนียม			1,800.00
3	ค่าลงทะเบียนค่าศึกษาภาคเรียน			10,000.00
4	ค่าลงทะเบียนค่าที่พักศึกษา			300.00
5	ค่าลงทะเบียนค่าประกัน			4,500.00
	รวม Total			29,800.00

โปรดตรวจสอบความถูกต้องก่อนนำไปชำระเงินกับธนาคาร =

ชำระเงินได้ภายในวันที่ 6 กรกฎาคม 2553

1. ค่าลงทะเบียนจะรวมค่าธรรมเนียมมหาวิทยาลัยไว้ในยอดรวมตามจำนวนเงินที่ระบุ
 หากไม่ชำระเงินตามกำหนด จะถือว่านักเรียนลาออกจากระบบและจะตัดสิทธิ์การลงทะเบียนของมหาวิทยาลัย
 2. นักศึกษาไม่เอารัดเอาเปรียบอาจารย์หรือเงิน

รับ-ธนาคารกรุงเทพ

มหาวิทยาลัยอโยธยธรรมศาสตร์ (ส่วนที่ 2 ส่วนรับธนาคาร)
 ใบแจ้งการชำระเงิน (เพื่อนำเข้าบัญชี)
 ชำระเงินได้ภายในวันที่ 6 กรกฎาคม 2553

ชื่อบริษัท: บริษัทอโยธยธรรมศาสตร์ จำกัด
 เลขที่บัญชี: 26300343
 สาขา: สาขาวิชาภาษาอังกฤษและจีนในเขตเมือง

จำนวนเงินที่ชำระ 29,800.00

จำนวนเงินที่รับ: ██████████

รับโดย: ██████████
 ผู้รับเงิน: ██████████
 ผู้รับเงิน: ██████████

101033340129999998126300343298000

COURSE ADDING-WITHDRAWAL, SECTION/GROUP CHANGING

and increasing/decreasing credit points for graduate THESIS or Dissertation course.

- ⇒ **Course adding-withdrawal, section/group changing within the same course and increasing /decreasing credit points for graduate THESIS or Dissertation course including payment can be made multiple times within the indicated period of time. As per any activity requiring extra payment, students must complete the payment process before starting other online activity.**

15. After successfully accessing to registration system, click on **ADD/Withdraw** on the left panel menu.



* The regulations for registration will appear on the screen. Click on **enrol**.*

16. **Course adding** – Students can search for your desired course by following 6.2 and 6.3. Select your course by clicking on the **BLUE enrolment card sign**, the selected course will move to the upper part of the screen. Your total credit points and payment amount will be calculated spontaneously.

course(s) to be added or withdrawn

Semester 1/2010

course code	course name	unit of credit	Sec/Gr	TYPE
EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	3	360001	Credit
TOTAL CREDIT		3		Expense 6,000.00

course(s) to enroll (all)

course code	course name	unit of credit	Proceed	TYPE	Time
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3	withdraw/change section/group	Credit	
EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	3		Credit	
EM800	THESIS	3		Pass/Fail	
TU006	ENGLISH 2	3		Pass/Fail	
TOTAL CREDIT		12			

Specify course code

EM636 <<< Enter course code to search for course to enrol (You may use *, e.g. EL*, to search for course starting with EL.)

ADD course code course name unit of credit Sec/Gr quantity limit/remain of plan/Quota Time

course(s) to enroll

EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	3	360001	9999/9999	
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17. **Course withdrawal** – In case of an intent to discontinue with your selected course, click the **BIN sign**. The selected course will move to the upper part of the screen. Your total credit points deduction and half-refundable amount of your course fee (according to university regulation will be calculated spontaneously).

course(s) to be added or withdrawn

Semester 1/2010 Select editing mode Standard ADVANCE

course code	course name	unit of credit	Sec/Gr	TYPE	Time
TU006	ENGLISH 2	-3	360001	Pass/Fail	
TOTAL CREDIT		-3		Refund (2250)	

course(s) to enroll (all)

course code	course name	unit of credit	Proceed		TYPE	Time
			withdraw	change section/group		
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3		360001	Credit	
EM800	THESIS	3		360001	Pass/Fail	

- ⇒ In any regular semester, student's total credit points studied cannot be less than the minimum credit points per semester indicated in the university regulations. If student wish to withdraw the course that makes your total credit points less than the per-semester minimum, a permission to do so must be granted by the head of your faculty.
- ⇒ If students wish to withdraw all enrolled courses, please contact your faculty to make request for a Leave (except for summer semester).

18. **Section/group changing within the same course** – Students must first withdraw course from the current section/group (following 17) and add course in the new section group (following 16).

course(s) to be added or withdrawn

Semester 1/2010 Select editing mode Standard ADVANCE

course code	course name	unit of credit	Sec/Gr	TYPE	Time
TU006	ENGLISH 2	-3	360001	Pass/Fail	
TU006	ENGLISH 2	3	360002	Pass/Fail	
TOTAL CREDIT		0		Expense 2,250.00	

course(s) to enroll (all)

course code	course name	unit of credit	Proceed		TYPE	Time
			withdraw	change section/group		
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3		360001	Credit	
EM800	THESIS	3		360001	Pass/Fail	
TU006	ENGLISH 2	3		360002	Pass/Fail	

19. **Increasing/decreasing credit points for graduate THESIS or Dissertation course:** clicking on **ADVANCE**, students will be able to increase/decrease your credit points as indicated.

course(s) to be added or withdrawn

Semester 1/2010 Select editing mode Standard ADVANCE

course(s) to enroll (all)

course code	course name	unit of credit	Proceed		TYPE	Time
			withdraw	change section/group		
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3		360001	Credit	
EM800	THESIS	3 => 6		360001	Pass/Fail	
TU006	ENGLISH 2	3		360001	Pass/Fail	
TOTAL CREDIT		9				

The course of which credit points are changed will move to the upper part of the screen; the total payment amount will be automatically re-calculated for you.

course(s) to be added or withdrawn

Semester 1/2010 Select editing mode Standard ADVANCE

course code	course name	unit of credit	Sec/Gr	TYPE	Time
EM800 [delete]	THESIS	3	360001	Pass/Fail	
ADD CREDIT					
		TOTAL CREDIT	3		Expense 6,000.00

course(s) to enroll (all)

course code	course name	unit of credit	Proceed		TYPE	Time
			withdraw	change section/group		
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3		360001	Credit	
EM800	THESIS	6		360001	Pass/Fail	
TU006	ENGLISH 2	3		360001	Pass/Fail	
Specify course code		TOTAL CREDIT				

20. Once you finish adding-withdrawal, section/group changing or increasing/decreasing credit points for graduate THESIS or Dissertation course, you will see that additional payment (course adding only), fee half-refund (withdrawal only), or payment deduction (adding withdrawal, section/group changing and/or increasing/decreasing credit points) is already summarised for you on the screen. Click **Confirm enrolment** on the left panel menu.

course(s) to be added or withdrawn

Semester 1/2010 Select editing mode Standard ADVANCE

course code	course name	unit of credit	Sec/Gr	TYPE	Time
EM636 [delete]	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	3	360001	Credit	
ADD COURSE					
TU006 [delete]	ENGLISH 2	-3	360002	Pass/Fail	
withdraw course					
EM800 [delete]	THESIS	3	360001	Pass/Fail	
ADD CREDIT					
		TOTAL CREDIT	3		Expense 9,750.00

course(s) to enroll (all)

course code	course name	unit of credit	Proceed		TYPE	Time
			withdraw	change section/group		

21. A summary page of your activity will appear on the screen, click **Confirm enrolment** again. In case of any payment occurred, student must complete all payment procedures within the date indicated by the university.

Confirm enrolment

please verify enrolment list

Once confirmed, please click Confirm enrolment.
Your enrolment list cannot be edited once confirmed.

course code	List	description	Enrolment type	unit of credit	Sec/Gr
EM636	ADD COURSE	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	Credit	3	360001
TU006	withdraw course	ENGLISH 2	Pass/Fail	3	360002
EM800	ADD CREDIT	THESIS	Pass/Fail	3	360001

Examination timetable					
course code	course name	Sec/Gr	Midterm examination	Final Examination	
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT การควบคุมและจัดการกากสารพิษและของเสียอันตราย	360001	-	-	
EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN การประเมินวัฏจักรผลสาร และการออกแบบเชิงนิเวศน์	360001	-	-	
EM800	THESIS วิทยานิพนธ์	360001	-	-	

Note: C = Lec L = Lab R = Con S = Self T = Tut

COURSE WITHDRAWAL WITH A "W" REMARK

- ⇒ Course withdrawal with a **W** remark can be made when students decide not to continue with your currently enrolled course after the late-enrolment period (indicated in activity calendar). In this case, your course will still be shown in your academic record, but with a **W** remark instead of an **F**.

- ⇒ In any regular semester, student's total credit points studied cannot be less than the minimum credit points per semester indicated in the university regulations. If student wish to withdraw the course that makes your total credit points less than the per-semester minimum, a permission to do so must be granted by the head of your faculty.

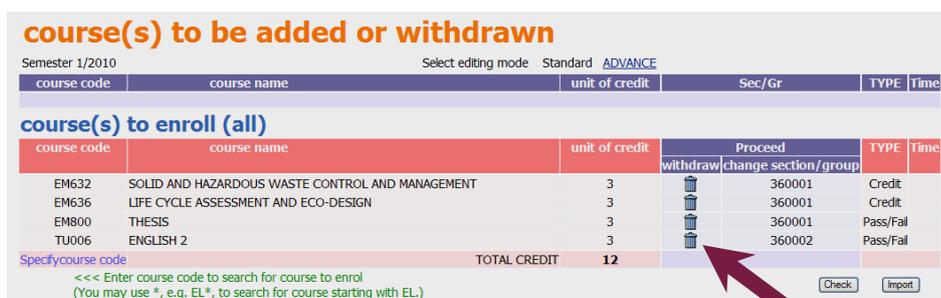
- ⇒ If students wish to withdraw all enrolled courses, please contact your faculty to make request for a Leave (except for summer semester).

22. After successfully accessing to registration system, click on **drop course (W)** on the left panel menu.



* The regulations for registration will appear on the screen. Click on **enrol**.*

23. A list of your currently enrolled courses will appear on the screen, click the **BIN** sign in the course you wish to withdrawal with a **W** remark.



24. After clicking the BIN sign, your selected course will move to the upper part of the screen. Any further change cannot be made. Click on **Confirm enrolment** on the left panel menu.

course(s) to be added or withdrawn

Semester 1/2010 Select editing mode: Standard

COURSE CODE	course name	unit of credit	Sec/Gr	TYPE
TU006 [delete]	ENGLISH 2	-3	360002	Pass/Fail
withdraw course				
TOTAL CREDIT		-3		No expense

course(s) to enroll (all)

course code	course name	unit of credit	Proceed		TYPE	Time
			withdraw	change section/group		
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	3		360001	Credit	
EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	3		360001	Credit	
EM800	THESIS	3		360001	Pass/Fail	
TOTAL CREDIT		9				

Specify course code <<< Enter course code to search for course to enrol (You may use *, e.g. EL*, to search for course starting with EL.)

Check Import

25. Click **Confirm enrolment** again to continue. (Once the enrolment is confirmed, students will not be able to edit their enrolment list.)

Confirm enrolment

please verify enrolment list

Once confirmed, please click Confirm enrolment.
Your enrolment list cannot be edited once confirmed.

Confirm enrolment

course code	List	description	Enrolment type	unit of credit	Sec/Gr
TU006	withdraw course	ENGLISH 2	Pass/Fail	3	360002

Examination timetable

course code	course name	Sec/Gr	Midterm examination	Final Examination
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT	360001	-	-
EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN	360001	-	-
EM800	THESIS	360001	-	-

Note: C = Lec L = Lab R = Con S = Self T = Tut

26. For course withdrawal with a W remark, there will be no fee payment or refund. However, students are advised to always check your W withdrawal result by clicking **enrolment result**.

No additional payment recognised.

Please check your enrolment result.

enrolment result

To make sure you get a W for the courses withdrawn, students are advised to re-log into the registration system and access to **enrolment result** from the left panel menu.

27. In your enrolment result, the course that is successfully withdrawn with a W remark will be shown 0 (zero) in unit of credit, together with the record of withdrawal in the lower part of the screen.

Enrolment result
Semester 1 / <2010 >

course(s) to enroll (all)					
course code	----- course name -----	Enrolment type	unit of credit	Sec/Gr	campus
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT การควบคุมและจัดการกากสารพิษและของเสียอันตราย	Credit	3	360001	RANGSIT
EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN การประเมินวัฏจักรสสาร และการออกแบบเชิงนิเวศน์	Credit	3	360001	RANGSIT
EM800	THESIS วิทยานิพนธ์	Pass/Fail	3	360001	RANGSIT
TU006	ENGLISH 2 ภาษาอังกฤษ 2		0	360002	RANGSIT
			TOTAL 4 course(s)	9 unit of credit	

Enrolment activity record					
No. date/course code	List	----- course name -----	unit of credit	Sec/Gr	Date/time printed
1 6 Jul 2010					
	enrol	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT การควบคุมและจัดการกากสารพิษและของเสียอันตราย	3	360001	
	enrol	LIFE CYCLE ASSESSMENT AND ECO-DESIGN การประเมินวัฏจักรสสาร และการออกแบบเชิงนิเวศน์	3	360001	
	enrol	THESIS วิทยานิพนธ์	3	360001	
	enrol	ENGLISH 2 ภาษาอังกฤษ 2	3	360002	
2 6 Jul 2010					
	withdraw	ENGLISH 2 ภาษาอังกฤษ 2	-3	360002	

28. Click **Log Out** to successfully log out from the system after every online activity.

Enrolment result
Semester 1 / <2010 >

GO BACK
Log Out

course(s) to enroll (all)					
course code	----- course name -----	Enrolment type	unit of credit	Sec/Gr	campus
EM632	SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT การควบคุมและจัดการกากสารพิษและของเสียอันตราย	Credit	3	360001	RANGSIT
EM636	LIFE CYCLE ASSESSMENT AND ECO-DESIGN การประเมินวัฏจักรสสาร และการออกแบบเชิงนิเวศน์	Credit	3	360001	RANGSIT
EM800	THESIS วิทยานิพนธ์	Pass/Fail	3	360001	RANGSIT
TU006	ENGLISH 2 ภาษาอังกฤษ 2		0	360002	RANGSIT
			TOTAL 4 course(s)	9 unit of credit	

STUDENT'S REMINDER

1. Modem Access Control Code (the code received from The information Processing institute for Education and Development (IPIED) when you were first registered as a Thammasat university student) must remain secret at all time. In case students accidentally reveal this code to other person, students are strongly advised to change this code with IPIED for the safety of your information and online activities.
2. Student's enrolment activities via online registration (during first enrolment period and late enrolment period) will be successful only after clicking to confirm enrolment and proceeding through the online payment system successfully.



Q & A



- Q1 How do I know when to enrol?
- A1 Course enrolment period, late-enrolment period, adding-withdrawal period, and withdrawal with W remark period are all indicated in student activity calendar. Students can look for further information by logging on to www.reg.tu.ac.th; the student activity calendar is located in Current Student section.
- Q2 If the course(s) I wish to enrol is/are quota course(s), what should I do?
- A2 To enrol in quota courses, students must check the activity calendar at www.reg.tu.ac.th, Current Student menu, for a specified date open for quota request. To make request for quota courses, students must visit the office of the faculty your courses belong to. After your quota courses are granted, enrol online during the normal enrolment period. On the enrolment screen, student can click to retrieve all granted quota courses to fill your enrolment list for the semester.
- Q3 If I forget my Modem Access Control Code, what should I do?
- A3 Come in person to the office of IPIED during office hours. The office of IPIED is located on the 4th floor of Anakeprasong1 building Tha-Prachan campus, TU-Internet center room SC2036 and SC2040 is located on the 2nd floor of SC building and The Educational Service Center building Rangsit campus.

- Q4 If I forget my ATM PIN code, can I complete my enrolment?
- A4 Online enrolment and payment system needs student's 16-digit ID together with student's ATM (VDB) PIN code for the payment amount to be deducted from your account. In case students forget your ATM (VDB) PIN code, you will not be able to complete your online enrolment and payment unless a new student ID with a new ATM PIN code is issued for you.
- Q5 When an error notice appears after entering 16-digit card number and 4-digit ATM (VDB) PIN code, what should I do?
- A5 If your ATM (VDB) PIN code is entered incorrectly 3 times, your online account access will be automatically locked. Student must come in person to the branch of the bank by which your account was issued, bringing along your student card, to make a request for account unlocking.
- Q6 If I am unable to complete my enrolment or adding-withdrawal within the indicated period of time, what will happen? And what should I do?
- A6 In case students are unable to complete your first enrolment prior to the semester commencement date, students can only process your enrolment during late-enrolment and adding-withdrawal period after semester commencement date (as indicated in student activity calendar). Student will also have to pay fine for 45 Baht per day late (100 Baht per date late for graduate students), starting from the first day of the late-enrolment period, weekends and official holidays excluded.
- In case students are unable to add-withdraw course within the adding-withdrawal period (the first 14 days of regular semester and the first 7 days of summer semester), students must contact your faculty office to request for special course-adding. And the courses withdrawn will be remarked with Ws.

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