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.

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.
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.

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.

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

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.
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.

8. Add more subject to your enrolment list.

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

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.

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.)
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.

   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)**.

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.

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 **ชําระเงิน (Proceed payment)**.
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.

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).

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.
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**.

![Image of Internet Explorer with Download File prompt]

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

![Image of File Download dialog box with Open and Save options]

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.)

![Image of fee statement with highlighted payment barcode]
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.

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.
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 withdrawal image](image)

⇒ 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).

![Section/group changing image](image)

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.

![Increasing/decreasing credit points image](image)
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.

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.

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.
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.

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course(s) to be added or withdrawn
Semester: 2019
Select college: Standard
Advance

course(s) to be enrolled

<table>
<thead>
<tr>
<th>course code</th>
<th>course name</th>
<th>unit of credit</th>
<th>Prev.</th>
<th>FYR</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENM32</td>
<td>SOLID AND HAZARDOUS WASTE CONTROL AND MANAGEMENT</td>
<td>3</td>
<td>36001</td>
<td></td>
<td>Credit</td>
</tr>
<tr>
<td>ENM35</td>
<td>LIFE CYCLE ASSESSMENT AND ECO DESIGN</td>
<td>3</td>
<td>36001</td>
<td></td>
<td>Credit</td>
</tr>
<tr>
<td>ENM30</td>
<td>THESS</td>
<td>3</td>
<td>36001</td>
<td></td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>TUN06</td>
<td>ENGLISH 2</td>
<td>3</td>
<td>36001</td>
<td></td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>

Specific course code: TOTAL CREDIT: 12

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

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

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**.

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.

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