Announcement of the Registration Office

Subject: Guidelines and Schedules of Course and University Services Enrollment

for Undergraduate and Certificate Program Students

First Semester of the Academic Year 2022

According to the procedures set by Chiang Mai University for students to enroll in courses and the University Services through the registration system at www.reg.cmu.ac.th **by using username and password of university email (IT ACCOUNT@cmu.ac.th)** and pay the tuition fees respectively as announced in the Academic Calendar for the Academic Year 2022, the Registration Office hereby announces the procedures and schedule for enrollment for the First Semester of the Academic Year 2022 to undergraduate and certificate program students as follows:

1. **Pre-enrollment** through the registration system

   1.1 **Student with the first two-digit student ID prior to 65**

      1. Check the curriculum detail, past grade, class times, examination times, sections, prerequisites of the courses that you wish to enroll in, and study the procedures for course enrollment, course adding and course withdrawal.

      2. Meet your academic advisor to receive advice and approval for the enrollment.

      3. Enroll in courses through the registration system of undergraduate students **during May 2, 2022 time 09:00 hrs. to May 8, 2022 time 23:59 hrs.**

   1.2 **Student with the first two-digit student ID with 65**

      1. Obtain your CMR 32 form (Program Package Registration Form) from registration system of undergraduate students. Meet your academic advisor to receive advice and approval for the enrollment.

      2. Course Addition, Course Withdrawal and Section Changing can be done through the registration system **during June 16, 2022 time 09:00 hrs. to June 17, 2022 time 23:59 hrs.** as explained in details in the Course Enrollment Handbook, at https://cmu.to/course-enrollment-enpdf

2. Enrollment for the University Services through the registration system

2.1 Meet your academic advisor to receive advice and approval for the enrollment.

2.2 Enroll for the University Services through the registration system **during June 18 - July 1, 2022.**

2.3 Check out CMR 50 form (Course Enrollment Form/Receipt) and pay for the tuition fees (see item 6) **during July 4 – 8, 2022.**

2.4 Students who wish to use the University Services but have not enrolled for the University Services during June 18 - July 1, 2022. Student can enroll for Late University Services <u>with fine</u> **during July 4 – 20, 2022.**

3. Announcement of the Enrollment through the registration system

3.1 **May 18, 2022** Pre-enrollment announcement

3.1 **June 17, 2022** <u>Non-prerequisite enrollment announcement,</u> students can check the enrollment results. Courses which they fail to meet the prerequisites is withdrawn.

3.2 **July 3, 2022** <u>Final announcement of course enrollment,</u> Students can check the enrollment results, check out CMR 50 form (Course Enrollment Form/Receipt) and pay for the tuition fees (see item 6) **during July 4 – 8, 2022**

4. Course Enrollment, Course Addition, Section Changing and Course Withdrawal through the registration system

4.1 **Course Enrollment students** who have not completed the pre-enrollment according to item 1 can enroll in courses

1. Through the processing system **during June 18 – 26, 2022** or

2. Through the responsible departments **during June 27 - July 1, 2022** or

3. Late course enrollment <u>with fine</u> **during July 4 – 20, 2022**

4.2 **Course Addition and Section Changing** these can be completed

1. Through the processing system **during June 18 – 26, 2022** or

2. Through the responsible departments **during June 27 - July 1, 2022** or

3. Late course addition and section changing **during July 4 – 20, 2022**

4.3 **Course Withdrawal**

1. Course withdrawal <u>without</u> receiving grade W must be done **during June 18 - July 1, 2022.** Students have to check the enrollment results and cancel the courses which they do not want to add immediately.

2. Course withdrawal <u>receiving</u> grade W must be done **during July 4 - September 23, 2022**. Students have to follow up with the advisor's decision after submitting your request to the system. The decision of "Approved" or "Disapprove" or "See advisor" have been made within 5 business days after you confirm in the system.

5. Printing CMR 50 Form (Course Enrollment Form/Receipt)

Students can print out the CMR 50 form from registration system **from July 4, 2022 onward**.

6. Payment of Tuition Fees During July 4 – 8, 2022

6.1 **Pay via QR CODE** through the registration system (The last day payment due until 23:00 hrs.)

6.2 **Pay by cash**

Students can print out the CMR 50 form and pay for the tuition fees at the counter of Bangkok Bank, Krung Thai Bank, Kasikorn Bank, Siam Commercial Bank (SCB) or the Government Savings Bank, at all branches throughout Thailand **with an additional service fee**. Students are not allowed to scan Barcode below the CMR 50 form. (The last day payment due according to the bank's business hours.)

6.3 **Pay with credit card** at Finance Division, Chiang Mai University Office **with an additional service fee.** (The last day payment due until 16:30 hrs.)

6.4 **Pay via credit card online payment** through the registration system **with an additional service fee.** (The last day payment due until 23:00 hrs.)

6.5 **Pay through bank account transfer** (Only students who have signed the consent to debit their bank account via SCB). In this case, students must have a deposit in bank account more than the amount to be paid and **will be charged for service**. The following procedures are required:

1. Confirm the payment through SCB Payment Gateway on the Registration System at the final course enrollment results. (The last day payment due until 23:00 hrs.)

2. Press to confirm the automatic debit account and fill out the student id, enrollment code, and the confirmation code.

3. Check the bank account number and press to reconfirm the automatic debit account.

4. If everything is correct, the word "Success" will show up. If a failure occurs, the student has to pay by other methods. If the account is debited, another automatic account debit cannot be done.

6.6 Fine for late enrollment will apply according to University Announcement.

7. Cancellation and Invalidation of Course Enrollment

All the data on course enrollment of which the student fails to pay the tuition fee will be **cancelled and become invalid**. **on July 20, 2022**

8. Checking the Final Course Enrollment Results

Students can check for final results of course enrollment through the registration system from **July 21, 2022** onward.

Announcement published for public acknowledgement.

On April 27, 2022

Signed   Weenun Bundithya

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