Announcement of the Registration Office
Subject: Course and University Service Enrollments
for Undergraduate and Certificate Program Students
Second Semester of the 2022 Academic Year

In accordance with the procedures established by Chiang Mai University for enrollment in courses and the University's services via the Internet at www.reg.cmu.ac.th using **the University email username and password (CMU ACCOUNT @cmu.ac.th)** and payment of tuition fees as announced in the Academic Calendar for the 2022 Academic Year, the Registration Office hereby announces the procedures and schedule for enrollment for the second semester of the 2022 Academic Year for 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 degree programs, previous grades, class schedules, exam schedules, course sections, prerequisites for the courses that you wish to enroll, and the procedures for course enrollment, addition and withdrawal.
   2) Meet with your academic advisor for advice and course enrollment approval.
   3) Enroll courses through the registration system **between September 26, 2022 (09.00 a.m.) to October 2, 2022 (11.59 p.m.)**

   1.2. Student with the first two-digit student ID of 65
   1) Print out Form CMR 32 (Program Package Registration Form) from the undergraduate student registration system. Meet with your academic advisor for advice and course enrollment approval.
   1) Course Addition, Course Withdrawal and Section Changing can be done through the registration system **between September 26, 2022 (09.00 a.m.) to October 2, 2022 (11.59 p.m.)** as details in the Course Enrollment Handbook, at https://cmu.to/course-enrollment-enpdf

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

   2.1. **Course Enrollment** students who have not completed pre-enrollment as described in item 1 above may enroll in courses
      1) Through the registration system **between November 19 and November 27, 2022** or
      2) Through affiliated departments
        - **For students**: **between November 28 and December 1, 2022**
        - **For departments**: **between November 28 and December 2, 2022** or
      3) Late enrollment <u>with fine</u> **between December 5 and December 16, 2022**

   2.2. **Course Addition and Section Changing** can be completed
      1) Through the processing system **during November 19 and November 27, 2022** or
      2) Through the responsible departments
        - **For students**: **during November 28 and December 1, 2022**
        - **For departments**: **during November 28 and December 2, 2022** or
      3) Late enrollment <u>with fine</u> **during December 5 and December 16, 2022**

   2.3. **Course Withdrawal**
      1) Withdrawal from a course without receiving a grade of W must occur **between November 19 and December 2, 2022**. Students must review enrollment results and immediately withdraw from courses they do not wish to take
      2) Withdrawals from courses with a grade of W must be made **between December 5, 2022 and February 24, 2023**. Students must review and follow the advisor's approval within 5 business days from the date the request is submitted in the system.

3. **Enrollment for the University Services** through the registration system
   3.1. Meet your advisor for advice and approval.
   3.2. Enroll for University Services through the registration system **between November 19 and December 2, 2022**.
   3.3. Students who wish to use University Services but have not enrolled in University Services between November 19 and December 2, 2022 may request a late enrollment for University Services <u>with fine</u> **between December 5 and December 16, 2022**.

4. **Announcement of course enrollment** through the registration system
   4.1. **October 11, 2022** announcement of pre-enrollment
   4.2. **November 18, 2022** Announcement of non-prerequisite enrollment. Students must review whether the enrolled courses have been withdrawn for failure to meet prerequisites.
   4.3. **December 4, 2022** Final announcement of course enrollment

   Students may check enrollment results from CMR 50 (course enrollment form/receipt). The CMR 50 form can be printed from the registration system **beginning December 5, 2022. The CMR 50 form will be completed when payment has been made successfully.**

5. **Payment of Tuition Fees (During December 5 and December 9, 2022)**

   5.1. **Pay via QR CODE** through the registration system (The last day of payment is due by 11.00 p.m.)
   5.2. **Pay with cash**

   Students can print the CMR 50 form and pay tuition fees at the counter of Bangkok Bank, Krung Thai Bank, Kasikorn Bank, Siam Commercial Bank (SCB) or Government Savings Bank, at all branches throughout Thailand **with an additional service fee**. Do not scan Barcode on the CMR 50 form. (The last day to pay is based on the bank's business hours.)
   5.3. **Pay with credit card** at Finance Division, Chiang Mai University Office **with an additional service fee. (Payment is due by 4.30 p.m. on the last day)**
   5.4. **Pay via credit card online payment through the registration system** **with an additional service fee. (Payment is due by 11.00 p.m. on the last day)**
   5.5. **Pay by bank transfer** (only students who have signed a consent form for SCB to debit their bank account). In this case, students must have a balance in the bank account that exceeds the amount to be paid and service charges will apply. The following procedures are required:
      1) Confirm payment through the SCB Payment Gateway in the registration system at the final course enrollment results. (The last day payment is due by 11.00 p.m.).
      2) Press to confirm automatic debit and enter the student ID, enrollment code and confirmation code.
      3) Verify the account number and press to reconfirm the automatic debit.
      4) If everything is correct, the word "Success" will appear. If the debit fails, the student must pay by other means. If the account is debited, no further automatic debit can be made.
   5.6. **Fine for late enrollment** will apply according to the University Announcement.

6. **Cancellation and Invalidation of Course Enrollment**
    If the student fails to pay the tuition fee by the specified deadline, all registration information will be **cancelled on December 19, 2022**.

7. **Review the Final Course Enrollment Results**
    Students can verify the accuracy of course enrollment through the registration system beginning **December 20, 2022**.

Signed Phrut Sakulchangsatjatai

(Assoc. Prof. Dr. Phrut Sakulchangsatjatai)

Director of the Registration Office

September 13, 2022