



**Announcement of the Registration Office
Subject Course and University Service Enrollments
for Undergraduate and Certificate Program Students
Summer Session 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 Summer Session of the 2022 Academic Year for undergraduate and certificate program students as follows:

1. Course Enrollment through the registration system

- 1) Study courses you wish to enroll in based on the acquired grades, and degree program. Check class schedules, examination schedules, class sections, prerequisites and conditions, and procedures for course enrollment and course adding/withdrawal via the Internet
- 2) Meet with your academic advisor for advice and course enrollment approval.
- 3) Enroll courses through the registration system **between April 3, 2023 (09.00 a.m.) and April 7, 2023 (11.59 p.m.)**

2. Course Enrollment and Enrollment Changing (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 April 10 and April 16, 2023** or
- 2) Through affiliated departments
 - **For students: between April 17 and April 20, 2023**
 - **For departments: between April 17 and April 21, 2023** or
- 3) Late enrollment with fine **between April 24 and May 5, 2023**

2.2. Course Addition and Section Changing can be completed

- 1) Through the registration system **between April 10 and April 16, 2023** or
- 2) Through the responsible departments
 - **For students: between April 17 and April 20, 2023**
 - **For departments: between April 17 and April 21, 2023** or
- 3) Late enrollment **between April 24 and May 5, 2023**

2.3. Course Withdrawal

- 1) Withdrawal from a course without receiving a grade of W must occur **between April 10 and April 21, 2023**. 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 April 24 and May 12, 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 (For students who do not wish to enroll the courses) through the registration system

3.1. Meet your advisor for advice and approval.

3.2. Enroll for University Services through the registration system **between April 10 and April 21, 2023**.

3.3. Students who wish to use University Services but have not enrolled in University Services between April 10 and April 21, 2023 may request a late enrollment for University Services with fine through the registration system **between April 24 and May 5, 2023**.

4. Announcement of course enrollment through the registration system

4.1 April 8, 2023 Announcement of non-prerequisite enrollment

Students must review whether the enrolled courses have been withdrawn for failure to meet prerequisites.

4.2 April 9, 2023 Announcement of pre-enrollment

4.3 April 23, 2023 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 April 23, 2023. The CMR 50 form will be completed when payment has been made successfully as item 5 below.**

5. Payment of Tuition Fees (During April 24 -28, 2023)

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 from the registration system 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 course enrollment and late university service 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 stated deadline, **all enrollment records will be cancelled** on May 8, 2023.

7. Review the Final Course Enrollment Results

Students can verify the accuracy of course enrollment through the registration system **beginning May 9, 2023.**

Signed Phrut Sakulchangsattajai
(Assoc. Prof. Dr. Phrut Sakulchangsattajai)
Director of the Registration Office
March 3, 2023.

