



**Announcement of the Registration Office
Subject Course and University Service Enrollments
for Students. Summer Session Academic Year 2024**

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 2024 Academic Year, the Registration Office hereby announces the procedures and schedule of enrollment for the first semester of the 2024 Academic Year for 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 Mar 31, 2025 (09.00 a.m.) and April 4, 2025 (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 7 and April 11, 2025** or
- 2) Through affiliated departments
 - **For students: between April 14 and April 17, 2025**
 - **For departments: between April 14 and April 18, 2025** or
- 3) Late enrollment with fine **between April 21 and May 2, 2025**

2.2. Course Adding and Section Changing can be completed

- 1) Through the Registration System **between April 7 and April 11, 2025** or
- 2) Through affiliated departments
 - **For students: between April 14 and April 17, 2025**
 - **For departments: between April 14 and April 18, 2025**
- 3) Late enrollment **between April 21 and May 2, 2025**

2.3. Course Withdrawal

- 1) Withdrawal from course without receiving a grade of W must be carried out **between April 7 and April 18, 2025**. 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 completed **between April 21 and May 9, 2025**. Students must review and follow up with the advisor's approval within 5 business days from the date the request is submitted in the system.

3. Enrollment for the University's 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. Undergraduate students enroll for University's Services through the Registration System **between April 7 and April 18, 2025**.
- 3.3. Graduate students enroll for University's Services through the Registration System and pay the University's Services Enrollment fee as indicated in item 5.1 – 5.5 **between April 7 and April 18, 2025**.
- 3.4. Students who wish to use University's Services but have not enrolled for University's Services prior to April 18, 2025 may request a late enrollment for University's Services with fine in the Registration System **between April 21 and May 2, 2025**.

4. Announcement of Course Enrollment through the Registration System

4.1 April 5, 2025 Cancellation of a course that does not meet the conditions.

Students must review whether the enrolled courses have been withdrawn due to failure to meet prerequisites.

4.2 April 6, 2025 Announcement of pre-enrollment

4.3 April 20, 2025 Final announcement of course enrollment

Students who enroll in courses or undergraduate students who enroll for University's Services must check enrollment results in **CMR 50 form (course enrollment form/receipt.)** The CMR 50 form can be printed from the Registration System **beginning April 21, 2025. The CMR 50 form will be completed when payment has been made successfully as item 5 below.**

5. Payment of Tuition Fees (between April 21 and April 25, 2025)

- 5.1. **Pay via QR CODE** through the Registration System (Payment is due by 11.00 p.m. on the last day.)
- 5.2. **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.)
- 5.3. **Pay via E-Wallet (Alipay)** through the Registration System **with an additional service fee.** (Payment is due by 11.00 p.m. on the last day.)
- 5.4. **Pay via E-Wallet (WeChat Pay)** through the Registration System **with an additional service fee.** (Payment is due by 11.00 p.m. on the last day.)
- 5.5. **Pay with credit card** at Finance Division, Office of the University **with an additional service fee.** (Payment is due by 4.30 p.m. on the last day.)

5.6. 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.)

5.7. Fine for late course enrollment and late University's Service enrollment may 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 April 28, 2025.**

7. Review the Final Course Enrollment Results

Students can verify the correctness of course enrollment results in the Registration System **beginning May 7, 2025.**

Signed Phrut Sakulchangsattajai

(Assoc. Prof. Dr. Phrut Sakulchangsattajai)

Director of the Registration Office

Jan 6, 2025.