Advisor's Guideline to response for the Leave of Absence
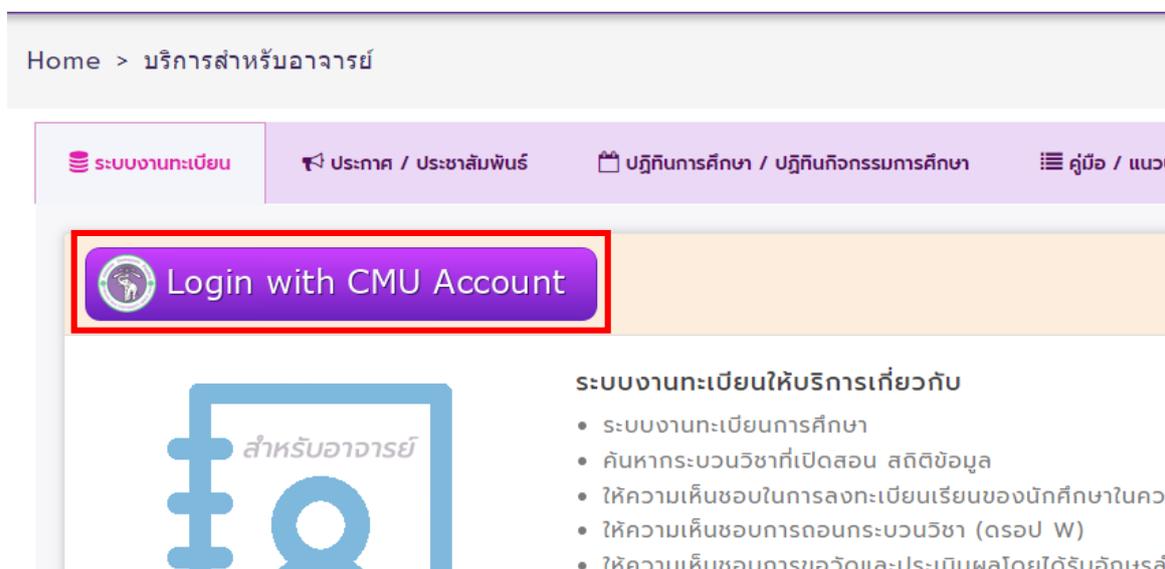
(Undergraduate Student)
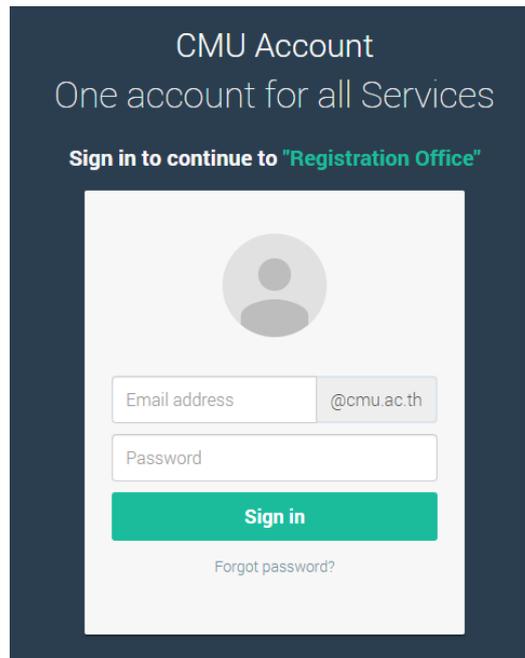
1) Direct your browser to Registration Office website http://www.reg.cmu.ac.th, Select menu **"Instructors/Organizations"** and click **"For Instructors"**

2) Click **"Login with CMU Account"**

3) Enter usernameand password CMU Account (@cmu.ac.th) to login.

4) Click on the **"Main Menu"** tab and select **"Approval of requested for Leave of Absence"**

5) List od advisee's request for leave of absence will be shown on the **"List of student requested"** table. Advisor can see the relevant documents by clicking the green button **"File leave of absence"**

6) Considerate by click **"Accept"** or **"Reject"** for each request and click **"Confirm"**

7) The process to response for the Leave of Absence is completed.