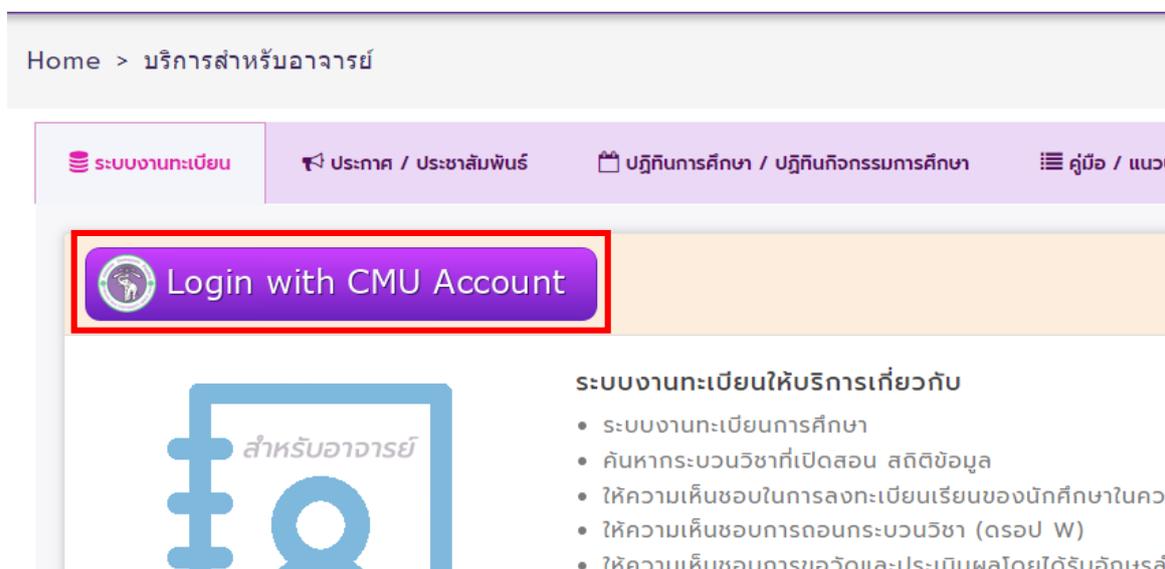


Advisor's Guideline to response for the Leave of Absence  
(Undergraduate Student)

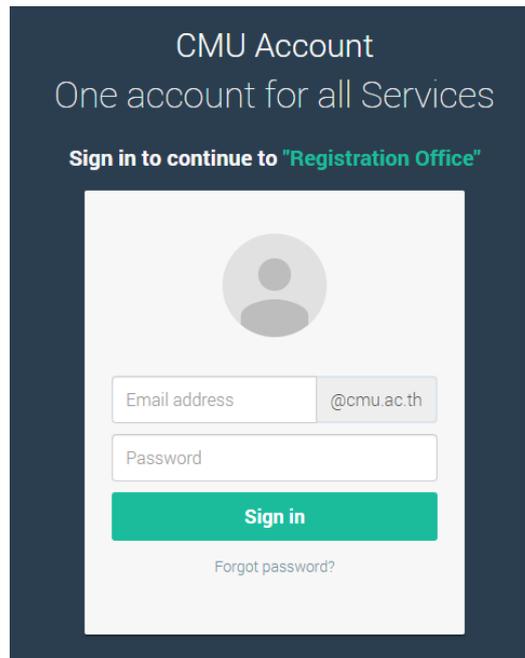
- 1) Direct your browser to Registration Office website <http://www.reg.cmu.ac.th>,  
Select menu “Instructors/Organizations” and click “For Instructors”



- 2) Click “Login with CMU Account”



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



CMU Account  
One account for all Services

Sign in to continue to "Registration Office"

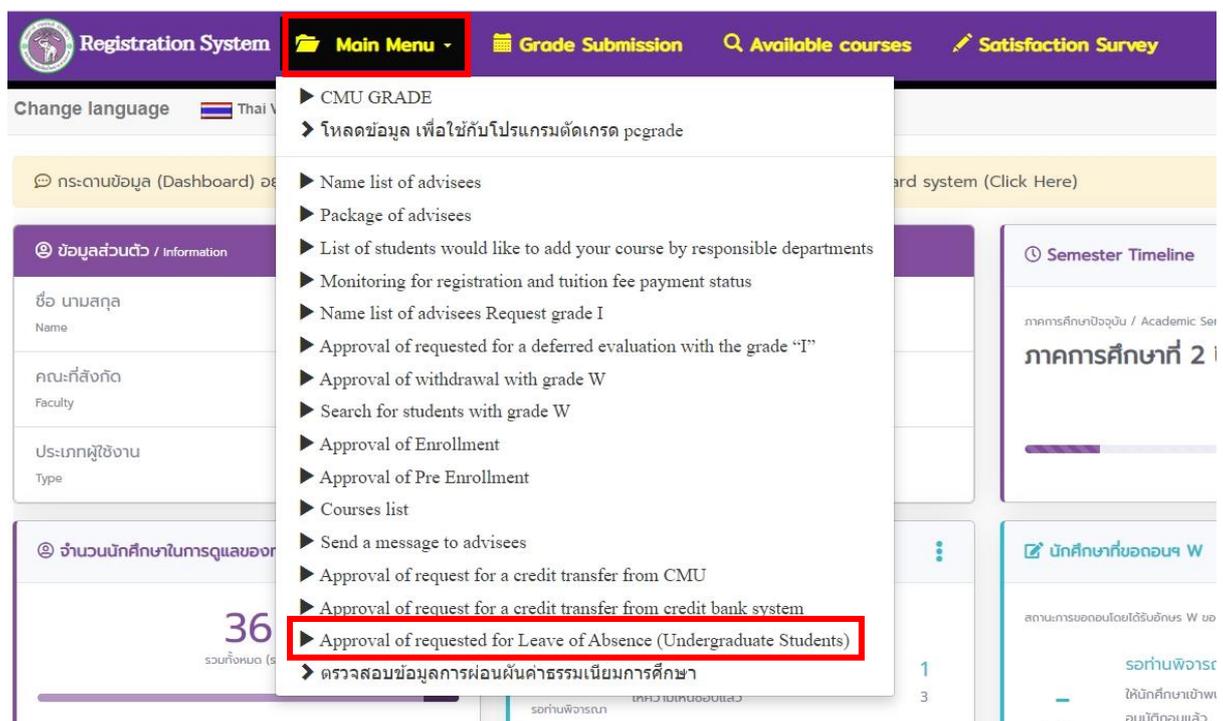
Email address  @cmu.ac.th

Password

**Sign in**

[Forgot password?](#)

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



Registration System

**Main Menu** Grade Submission Available courses Satisfaction Survey

Change language Thai

กระดานข้อมูล (Dashboard) ของคุณ

ข้อมูลส่วนตัว / information

ชื่อ นามสกุล  
Name

คณะที่สังกัด  
Faculty

ประเภทผู้ใช้งาน  
Type

จำนวนนักศึกษาในารฤดูเรียนของ  
รวมทั้งหมด (36)

- ▶ CMU GRADE
- ▶ โทลด์ข้อมูล เพื่อใช้กับโปรแกรมตัดเกรด pgrade
- ▶ Name list of advisees
- ▶ Package of advisees
- ▶ List of students would like to add your course by responsible departments
- ▶ Monitoring for registration and tuition fee payment status
- ▶ Name list of advisees Request grade I
- ▶ Approval of requested for a deferred evaluation with the grade "I"
- ▶ Approval of withdrawal with grade W
- ▶ Search for students with grade W
- ▶ Approval of Enrollment
- ▶ Approval of Pre Enrollment
- ▶ Courses list
- ▶ Send a message to advisees
- ▶ Approval of request for a credit transfer from CMU
- ▶ Approval of request for a credit transfer from credit bank system
- ▶ **Approval of requested for Leave of Absence (Undergraduate Students)**
- ▶ ตรวจสอบข้อมูลการผ่อนผันค่าธรรมเนียมการศึกษา

Semester Timeline

ภาคการศึกษาปัจจุบัน / Academic Sem

ภาคการศึกษาที่ 2

นักศึกษาที่ขอถอน W

สถานะการขอถอนโดยได้รับอักษร W ๒๒

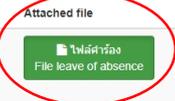
รอท่านพิจารณา

ให้นักศึกษาเข้าพบ

อนุมัติก่อนแล้ว

5) List of 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"

Student's request for leave of absence to maintain a student  
Please choose "Approve", "Disapprove" for leave of absence to maintain a student.

List of student requested					
No.	Student	leave of absence request	Attached file	Status	Decision given
1		2-2565 1-2566 2-2566		อาจารย์ยังไม่พิจารณาให้ความเห็น Waiting for approval from advisor.	<input type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Confirm"/>

List of "Approve" or "Disapprove"  
- no request -

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

Student's request for leave of absence to maintain a student  
Please choose "Approve", "Disapprove" for leave of absence to maintain a student.

No.	Student	leave of absence request	Attached file	Status	Decision given
1		2-2565 1-2566 2-2566		อาจารย์ยังไม่พิจารณา m advisor.	<input checked="" type="radio"/> Accept <input type="radio"/> Reject <input type="button" value="Confirm"/>

Are you sure?

"Accept" means the request will be sent to the dean for further consideration.  
"Reject" means the request is rejected for leave of absence.

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