



Student's Guideline for

Online Course Enrollment



FEBRUARY 24, 2025.

CURRENT STUDENTS

Select the option



Course Enrollment


CLICK



Changing Course Section


CLICK



Enrollment Processing Period


CLICK



Course Withdrawal
(without receiving grade W)


CLICK



Course Enrollment Unavailable


CLICK



EXAMPLE 
Enrolled Course(s)


CLICK



01 Accessing the System

REG Registration Office
Chiang Mai University

Home > Undergraduate Students

1.1 Select the **"Current Students"** menu.

REG Registration Office
Chiang Mai University

Home > Undergraduate Students

1.2 Select your academic level.

Registration System

Announcement / Exam

Login with CMU Account

Enrollment Services

1.3 Click **"Login with CMU Account"**.

Registration System
Registration Office, Chiang M

1.4 Click on the **"Menu"**.

- » Leave of absence
- » Resignation
- » Academic results (Grade GPA GPAX)
- » Class and Exam timetable
- » Search for available courses
- » Course enrollment / Course withdrawal (without receiving grade W)
- » Enrollment for the University Service
- » Course Addition and Section Changing by Responsible Depts
- » Late enrollment
- » Request for grade V (Visiting)

1.5 Select **"Course enrollment/Course withdrawal (without receiving grade W)"**.



02 Course Enrollment

Enrollment System

Student ID

Dashboard

University Services

Estimated tuition fees

Activity Log

Sign out

Online Enrollment System
Semester Academic Year

+ Add Course

+ Add Courses

Waiting List (Course add/drop/move to wait for the next round of processing)

Priority No.	Courseno	Title	SecLec	SecLab	CreLec	CreLab	Day	Time	Room	Lecturer	Lab	Cancel
											No	X

Enrolled Course(s)

#	Courseno	Title	SecLec	SecLab	CreLec	CreLab	Regist Type	Day	Time	Room	Lecturer	Lab	Move/Drop

2.1 Select "Add Courses" or "+ Add Course".

Enrollment System

Student ID: 641110223

Dashboard

My List

+ Add Course

University Services

Estimated tuition fees

Activity Log

Sign out

Search Courses to Enroll

Search by Course

Search by Course, Day-Time

751101

Courseno	Title	SecLec	SecLab	CreLec	CreLab	Condition	Day	Time	Room	Lecturer	Seat	Enroll	Add	Add Course
751101	Principles of economics 1	001	000	3.00							50	17	4	
751101	Principles of economics 1	001	000	3.00							50	16	2	
751101	Principles of economics 1	001	000	3.00							60	12	6	

2.2 Fill in the course number to which students would like to add and click

Search Courses to Enroll

Search by Course

Search by Course, Day-Time

751101

Courseno	Title	SecLec	SecLab	CreLec
751101	Principles of economics 1	001	000	3.00
751101	Principles of economics 1	001	000	3.00

2.3 Select the course and section.

Seat	Enroll	Add	Add Course
50	17	4	
50	16	2	

2.4 Click the blue button on the right of the course to select it.

Principles of Economics 1

Courses Info

Title: Principles of economics 1

Courseno: 751101

Section: 001000 (SecLec: 001, SecLab: 000)

CreLec: 3.00, CreLab: 0.00

Search by Course, Day-Time

Move Out: 0

Exam:

- 12:00-15:00 Sat 11 Jan 2025 (Midterm)
- 08:00-11:00 Tue 18 Mar 2025 (Final)

Condition:

+ Add

2.5 Click "+ Add" to add the course.

Done!

Add courseno to "Waiting List" is done!

OK

2.6 Click "OK" to confirm.

Type	Add Course
	Add

2.7 The course will display "Add".



03 Changing Course Section

Students can change the section of the enrolled course only.

Enrolled Course(s)

#	Courseno	Title	SecLec	SecLab	CreLec	CreLab	Regist Type	Day	Time	Room	Lecturer	Lab	Move/Drop
1			000	001	0.00	4.00	P	TBA	0000 - 0000	TBA		No	
2			000	001	0.00	3.00	P	TBA	0000 - 0000	TBA		No	
3												No	
4												No	
5												No	

Regist Type: P = Pre Enroll, K = Package, I = Internet, S = By Department, A = Late Course Adding, L = Late Enrollment

3.1 Click the yellow button on the right of the course you would like to change the section.

Move Section

SecLec	SecLab	Condition	Day	Time	Room	Lecturer	Seat	Enroll	Add	Move
002	000	No	MTh	1100 - 1230	ECB.1405	Chaiwana Phetcharat	50	0	0	
003	000							0		

3.2 Click the blue button to change the section.

Courses Info

Title: Principles of economics 1
 Courseno: 751101
 Section: 002000 (SecLec: 002, SecLab: 000)
 CreLec: 3.00, CreLab: 0.00
 Schedule Day: MTh (Monday, Thursday), Time: 1100 - 1230

Condition:

Seat: 50

Enroll: 0

3.3 Click "Move" to confirm changing the section.

Move Section: (001, 000) to Section: (002, 000) ?

3.4 Click "Yes, Move it!" to complete the process.

Done!
Move Section is done!

3.5 Click "OK" to confirm.

SecLec	SecLab	Type	CreLec
001	000	Move to 002, 000	

3.6 The course type will display "Move to".



04 Course Enrollment Processing Period

Pending system processing according to the academic calendar.

Online Enrollment System

! Pause system for processing

Waiting List (Course add/drop/move) (waiting for the next round of processing)

During processing, the online registration system will display the shown status.

#	CourseNo	Title	SecLec	SecLab	CreLec	CreLab	Rela	Type	Day	Time	Room	Lecturer	Lab	Move/Drop
1			000	001	0.00	4.00			TBA	0000 - 0000	TBA		No	! On processing.. (อยู่ระหว่างการประมวลผล)
2			000	001	0.00	3.00		P	TBA	0000 - 0000	TBA		No	! On processing.. (อยู่ระหว่างการประมวลผล)
3			000	001	0.00	2.00		P	TBA	0000 - 0000	TBA		No	! On processing.. (อยู่ระหว่างการประมวลผล)
4			001	000	3.00	0.00		I	MTh	0930 - 1100	ECB.1405		No	! On processing.. (อยู่ระหว่างการประมวลผล)
5			001	000	3.00	0.00		I	TuF	0930 - 1100	ECB.1405		No	! On processing.. (อยู่ระหว่างการประมวลผล)

PRE-ENROLLMENT:

Announcement of pre-enrollment results according to the academic calendar.

REGULAR ENROLLMENT ADD/DROP/CHANGE SECTION:

Daily processing periods are from 9 a.m. to 10 a.m. and from 3 p.m. to 4 p.m., following the dates specified in the academic calendar.





05 Course Withdrawal

(WITHOUT RECEIVING GRADE W)



THE COURSE ON THE WAITING LIST

Waiting List (Course add/drop/move to wait for the next round of processing)

Priority No.	Courseno	Title	SecLec	SecLab	Type	CreLec	CreLab	Day	Time	Room	Lecturer	Lab	Cancel
↑1	001		000	000	Add	3.00	0.00	MTh				No	
↑2	001		000	000	Add	3.00	0.00	TuF				No	

5.1 Click the red cross button of the course you would like to cancel.

to wait for the next round of processing)

5.2 Click "Yes, Cancel it!" to complete the process.

Cancel This, Are you sure?
You won't be able to revert this!

Yes, Cancel it! No

to wait for the next round of processing)

5.3 Click "OK" to confirm.

Done!
Drop course to "Waiting List" is done!

OK



THE COURSE ON THE ENROLLED COURSE(S)

Enrolled Course(s)

#	Courseno	Title	SecLec	SecLab	CreLec	CreLab	Regist Type	Day	Time	Room	Lecturer	Lab	Move/Drop
1			000	001	0.00	4.00	P	TBA	0000 - 0000	TBA		Drop	
2													
3													

5.4 Click the red bin button of the course you would like to cancel.

Drop this registered course, Are you sure?
ต้องการถอนรายวิชาที่อาจถอนวิชาที่ลงทะเบียนได้แล้ว?

Yes, Drop it!

5.5 Click "Yes, Drop it!" to complete the process.

Done!
Cancel courseno is done!

OK

5.6 Click "OK" to confirm.

Type

Drop

5.7 The course type will display "Drop" .



06 COURSE ENROLLMENT UNAVAILABLE

Search Courses to Enroll

Search by Course Search by Course, Day-Time

751101

CourseNo	Title	SecLec
751101	Principles of economics 1	001
751101	Principles of economics 1	002
751101	Principles of economics 1	003

Principles of Economics 1

Courses Info

Title: Principles of economics 1
CourseNo: 751101
Section: 001000 (SecLec: 001, SecLab: 000)
CreLec: 3.00, CreLab: 0.00
Schedule Day: MTh (Monday,Thursday), Time: 0930 - 1100
Room: ECB.1405
Lecturer: Mayula Chaikumbung (มิถุลา ไชยคำบัง)
Seat: 50

- Enroll: 17
- Add: 4
- Drop: 0
- Move In: 2
- Move Out: 0

Exam:

- 12:00-15:00 Sat 11
- 08:00-11:00 Tue 18

Condition:

Condition: Course Duplicate

Course Description

Condition: Course Duplicate Close

Room	Lecturer	Seat	Enroll
ECB.1405	Mayula Chaikumbung	50	17
ECB.1405	Chaowana Phetcharat	50	16
ECB.1201	Suchat Promkutkeo	60	12



COURSE ENROLLMENT UNAVAILABLE:

If students are unable to enroll in the course, the restriction will appear on **THE YELLOW BAR** at the bottom of the course information pop-up.





07 ENROLLED COURSE(S)

The screenshot displays the 'Online Enrollment System' for the '2 Semester Academic Year 2024'. A sidebar on the left contains navigation options: Dashboard, My List, Add Courses, University Services, Estimated tuition fees, Activity Log, and Sign out. The main content area features a 'My List' tab with a sub-tab 'Enrolled Course(s)' highlighted. Below this, a table lists enrolled courses with columns for Priority No., Course No., Title, SecLec, SecLab, CreLec, CreLab, Regis Type, Day, Time, Room, Lecturer, Lab, and Cancel. A callout box points to the 'Enrolled Course(s)' tab. A detailed view of the table is shown below, listing 5 courses with their respective details.

#	Course No.	Title	SecLec	SecLab	CreLec	CreLab	Regis Type	Day	Time	Room	Lecturer	Lab	Move/Drop
1			000	001	0.00	4.00	P	TBA	0000 - 0000	TBA		No	
2			000	001	0.00	3.00	P	TBA	0000 - 0000	TBA		No	
3			000	001	0.00	2.00	P	TBA	0000 - 0000	TBA		No	
4			001	000	3.00	0.00	I	MTh	0930 - 1100	ECB.1405		No	
5			001	000	3.00	0.00	I	TuF	0930 - 1100	ECB.1405		No	

Regis Type: P = Pre Enroll, K = Package, I = Internet, S = By Department, A = Late Course Adding, L = Late Enrollment



ENROLLED COURSE(S):

Once processing is complete, enrolled courses will appear in  as shown in the image.

