



# Student's Guideline for

## Requesting a Grade of V (Visiting)



APR 24, 2026.

CURRENT STUDENTS



### Select the option




+

### Request Grade V




CLICK



🗑️

### Cancellation



CLICK



# 01 ACCESSING THE SYSTEM

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

**1.2** Select your academic level.

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

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

**1.5** Select **"Request for grade V (Visiting)"**.



## Student's Guideline for Requesting a Grade of V

**02 COMPLETE THE REQUEST FOR A GRADE OF V**

**2.1 Please read the instruction before start.**

Chiang Mai University

Second Semester Academic Year 2025 (December 15 - 19, 2025)

- Procedure to request for a grade of V online

**Request for a grade of V Procedures**

Alphabet "V" means that Students who would like to attend classes as a visitor without receiving evaluation must have the approval of the lecturer and the head of the department concerned. Students must have at least 80% of class attendance and meet the course requirement, or the lecturer may consider changing the V to W grade.

**Request for a grade of V Procedures**

- Choose a course (s) that you wish to request for a grade of V.
- Click "Click to Visiting" at the end of process.
- Please login back to check the status of the request.
- Changing a grade of V to a regular evaluation grade click "Cancel"

**The process will be completed when:**

- Student ID before 66... must be approved by the instructor and the head of department and advisor.
- Student ID 66... onwards must be approved by the instructor and advisor.

**2.2 After reviewing the instruction click, "Click here to request for a grade of V"**

คลิกที่นี่... เพื่อขออักษรลำดับชั้น V  
Click here to request for a Grade of V

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**2.3 Select a course(s) which you wish to request for a grade of V and click "Click to Request"**

NO.	COURSE (LEC/LAB)	REQUEST FOR VISITING (V)	STATUS
1	001318 Academ		
2	001323 English		
3	001355 (003 / 000) Drama	Click to Request	-
4	001362 (001 / 000) English Literature for Young People	Click to Request	-
5	001440 (001 / 000) English and Other World Languages	Click to Request	-
6	001444 (001 / 000) Introduction to Psycholinguistics	Click to Request	-

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### 02 COMPLETE THE REQUEST FOR A GRADE OF V

COURSE (LEC/LAB)	Confirmation	REQUEST FOR VISITING (V)
001318 (005 / 000) Academic Writing	Course no 001102	<a href="#">Click to Request</a>
001323 (001 / 000) English in Business Co	Lec/Lab 070 / 000	<a href="#">Click to Request</a>
001355 (003 / 000) Drama	Title FUNDAMENTAL ENGLISH 2	<a href="#">Click to Request</a>
001362 (001 / 000) English Literature for Yo	<input type="checkbox"/> * I hereby request for a grade of V.	<a href="#">Click to Request</a>
001440 (001 / 000) English and Other Worl	<a href="#">Confirm your request</a> <a href="#">x Close</a>	<a href="#">Click to Request</a>
001444 (001 / 000) Introduction to Psycholinguistics		<a href="#">Click to Request</a>

**2.4** Click on the check box ✓  
"I hereby request for a grade of v"

and click **"Click to confirm your request"** to confirm.

Or click **"Close"** to cancel.



**STUDENTS WILL RECEIVE A CONFIRMATION EMAIL.**

**THE REQUEST FOR A GRADE OF V WILL BE SENT TO THE INSTRUCTOR AND ADVISOR TO APPROVE.**

NO.	COURSE (LEC/LAB)	REQUEST FOR VISITING (V)	STATUS			
			REQUESTED	ADVISOR	INSTRUCTOR	HEAD OF DEPARTMENT
1	001102 (070 / 000) FUNDAMENTAL ENGLISH 2	<a href="#">Click to Request</a>	1	2	3	4
2	140104 (010 / 000) CITIZENSHIP	<a href="#">Click to Request</a>	-	-	-	-
3	154281 (001 / 000) ECONOMIC GEOGRAPHY	<a href="#">Click to Request</a>	-	-	-	-
4	701100 (001 / 000) ELEMENTARY ACCOUNTING 1	<a href="#">Request for VISITING (V)</a>	Incomplete	Awaiting..	Awaiting..	Awaiting..

**2.5** After confirmation,

The status **Incomplete** will appear in 1 the 'Requested' field, [REQUESTED](#)  
and **Awaiting..** will indicate pending approval from 2 the advisor [ADVISOR](#)  
and 3 instructor. [INSTRUCTOR](#)

**NOTE: STUDENT ID 66... ONWARDS**  
**WILL NOT DISPLAY 4 "HEAD OF DEPARTMENT" ON YOUR SCREEN.** [HEAD OF DEPARTMENT](#)

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NO.	COURSE (LEC/LAB)	REQUEST FOR VISITING (V)	STATUS			
			REQUESTED	ADVISOR	INSTRUCTOR	HEAD OF DEPARTMENT
1	001102 (070 / 000) FUNDAMENTAL ENGLISH 2	<a href="#">Click to Request</a>	1	2	3	-
2	140104 (010 / 000) CITIZENSHIP	<a href="#">Click to Request</a>	-	-	-	-
3	154281 (001 / 000) ECONOMIC GEOGRAPHY	<a href="#">Click to Request</a>	-	-	-	-
4	701100 (001 / 000) ELEMENTARY ACCOUNTING 1	Request for VISITING (V)	Incomplete	Awaiting..	Awaiting..	Awaiting..
5	751202 (003 / 000) HIST OF ECON THOUGHT	Request for VISITING (V) <a href="#">Click to cancel</a>	Complete (V)	Approved	Approved	Approved
6	751209 (007 / 000) INTRO TO MATH ECONOMICS	<a href="#">Click to Request</a>	-	-	-	-

**2.6** The request for a grade of V is completed after..

approval has been confirmed by both the advisor and instructor.

The status **Approved** will appear in the 2 'Advisor' and 3 'Instructor' fields, and **Complete (V)** will appear in the 1 'Requested' field.

**NOTE:**

- **Incomplete status** means the request for a grade of V is not success because the request has not been approved by advisor and instructor.

- **Complete (V) status** means the request for a grade of V is succeed.

**03 CANCEL THE REQUEST FOR A GRADE OF V**

For cancel any course of request for a grade of V, click **"Click to Cancel"**.

[Click to cancel](#)