



Student's Guideline for

University Services Enrollment

JUNE 25, 2025.

UNDERGRADUATE STUDENTS

Select the option



+

University Service Enrollment

↓
CLICK



🗑️

Cancellation

↓
CLICK

Q&A

ⓑ

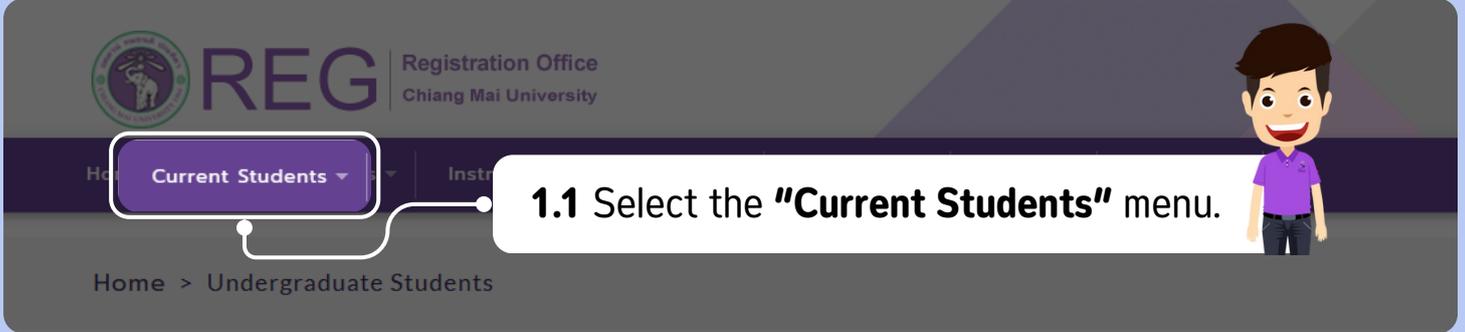
Tuition Fee Payment

↓
CLICK

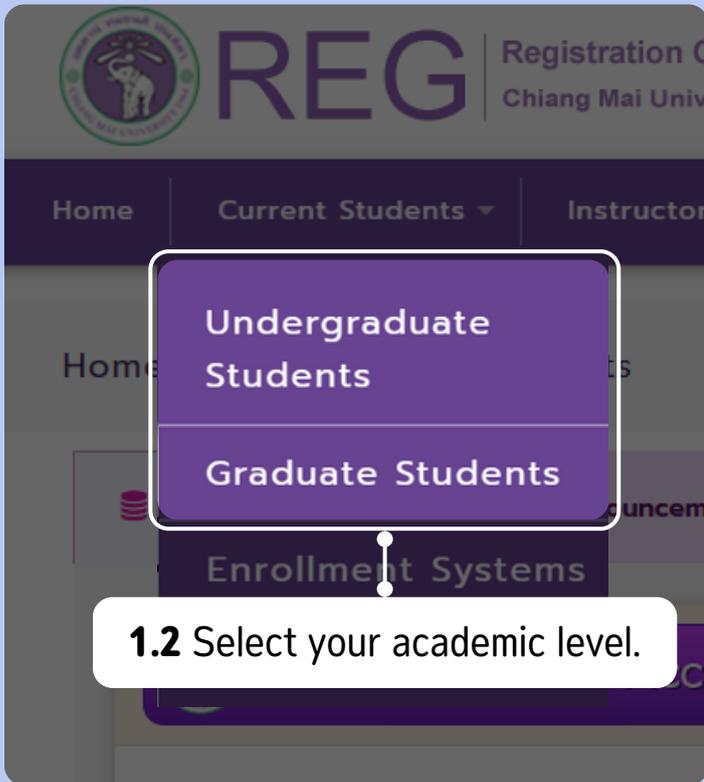




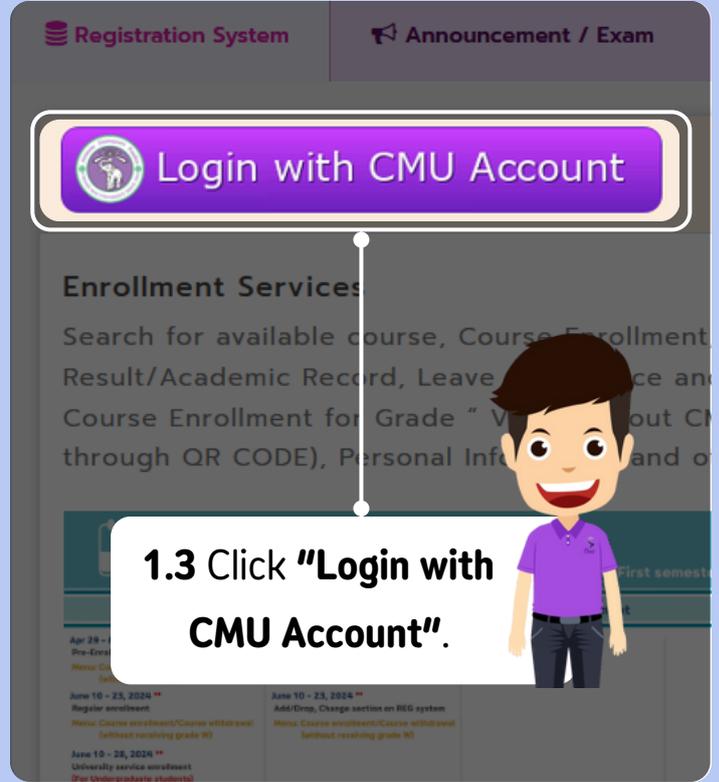
01 ACCESSING THE SYSTEM



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



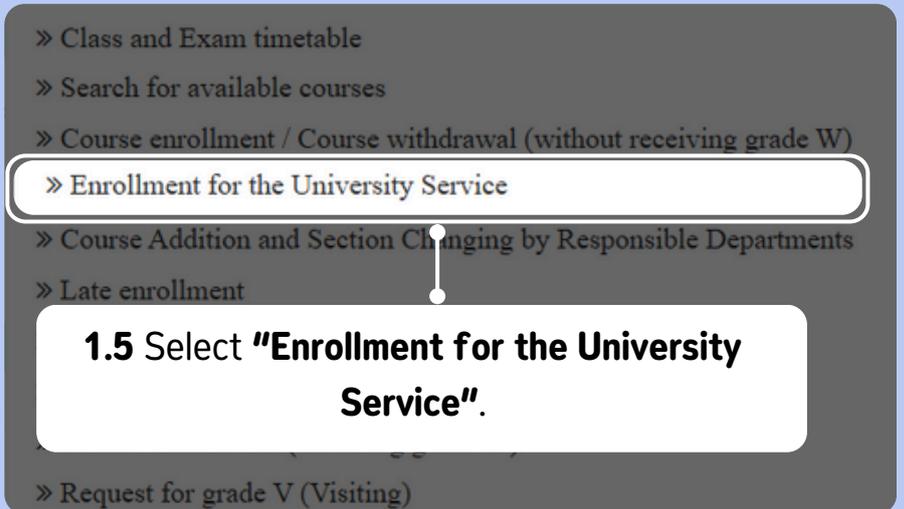
1.2 Select your academic level.



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



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



1.5 Select **"Enrollment for the University Service"**.



02 UNIVERSITY SERVICE ENROLLMENT

Enrollment System

Student ID: []

Dashboard

My List

University Services

Estimated tuition fees

Activity Log

Sign out

Online Enrollment System
Semester Academic Year

+ Add Course

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

Priority No.	Course No.	Title	Sec Lec	Sec Lab	Type	Cre Lec	Cre Lab	Day	Time	Room	Lecturer	Lab	Cancel
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Enrolled Course(s)

Course No. Title Section Section Type Credit Type Day Time Room Lecturer Lab Move/Drop

2.1 Select "University Services" .

Sign out

3. Having received grade I or P and wanting to be evaluated to change the letter grade.

Motion Infographic | EP9 การลงทะเบียนเพื่อใช้บริการของมหาวิทยาลัย สำหรับนักศึกษาในระดับปริญญาตรี

พบอาจารย์ที่ปรึกษา (เพื่อขอความเห็นชอบในการลงทะเบียน)

Enrollment for the University Services

2.2 click on blue bar "Enrollment for University Services".

Students who have not registered for any course enrollment in any semester must enroll for the university services as defined in the University Regulations for undergraduate programs in the following cases:

1. Not having applied for a leave of absence.
2. Wishing to use the university services facilities
3. Having received grade I or P and wanting to be

Do You want Enrollment for the University Services ?

Warning: If you have already enrolled for university services, you cannot proceed!

Yes No

2.3 Click "Yes" to confirm.

Sign out

3. Having received grade I or P and wanting to be evaluated to change the letter grade.

Motion Infographic | EP9 การลงทะเบียนเพื่อใช้บริการของมหาวิทยาลัย

พบอาจารย์ที่ปรึกษา (เพื่อขอความเห็นชอบในการลงทะเบียน)

Cancel Enrollment for the University Services

2.4 If the enrollment is successful, the blue bar will turn gray and wait for the next round of processing.

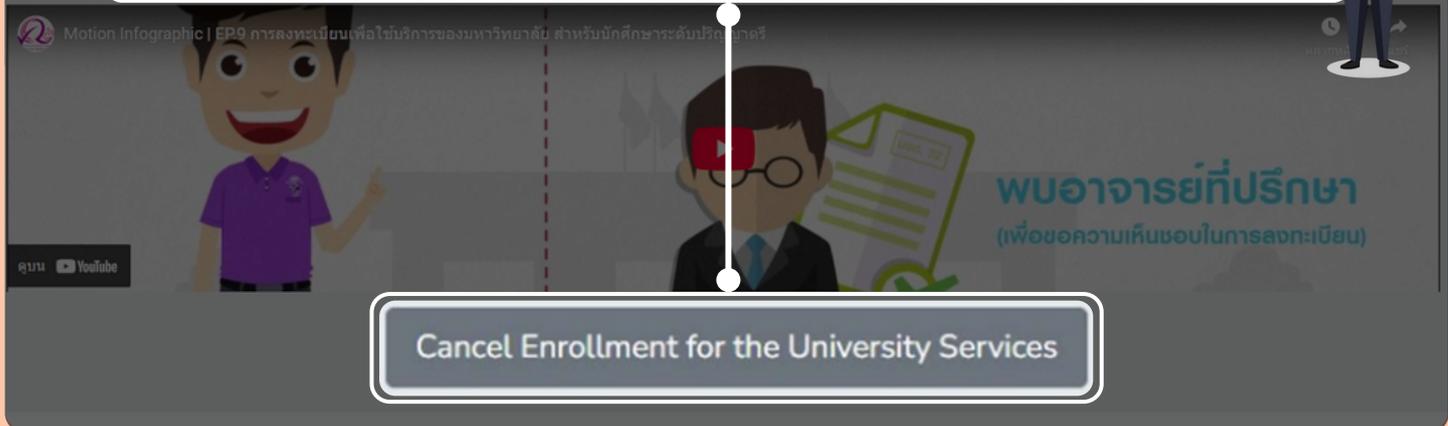
03 UNIVERSITY ENROLLMENT CANCELLATION

Enrollment for the University Services

Students who have not registered for any course enrollment in any semester must enroll for the university services as defined in the University Regulations for undergraduate programs in the following cases:

1. Not having applied for a leave of absence
2. Wishing to
3. Having received

3.1 If students would like to cancel enrollment for the university services click the gray bar **"Cancel Enrollment for the University Services"**.



Enrollment for the University Services

Students who have not registered for any course enrollment in any semester must enroll for the university services as defined in the University Regulations for undergraduate programs in the following cases:

1. Not
2. Wish
3. Having received grade I or P and wanting to be

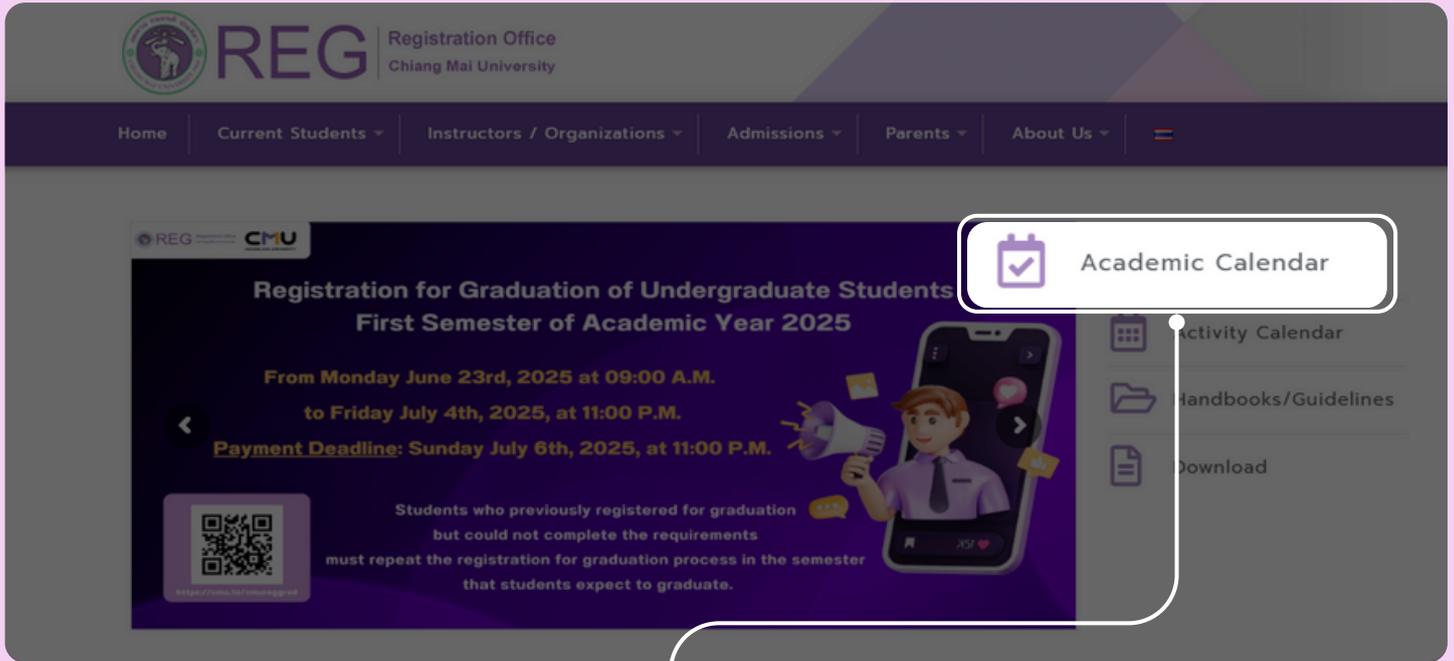
3.2 Click **"Yes"** to confirm the cancellation of university services enrollment and wait for the next round of processing.





04 TUITION FEE PAYMENT

Students are required to wait until the payment period specified in the Academic Calendar.



Course enrollment add change section through the department	June 30 - July 3, 2025
Regular enrollment approval by advisor	June 30 - July 4, 2025
Final announcement of course enrollment results	July 6, 2025
Tuition fee payment	July 7 - 11, 2025
Late enrollment add section change	July 7 - 18, 2025
Course withdrawal with a grade of W	July 7 - Sep 19, 2025
Request for a grade of V or changing a grade of V to a regular evaluation	



TUITION FEE PAYMENT:

Students must wait to make payments during the period specified in the **"Academic Calendar"** and check **"Tuition fee payment"** period under the topic.

Once the payment period begins, students should go to the menu:

["Summary of enrollment results / Payment of Tuition Fees / Print CMR 50 form / Print a receipt \(QR Code\)."](#)

