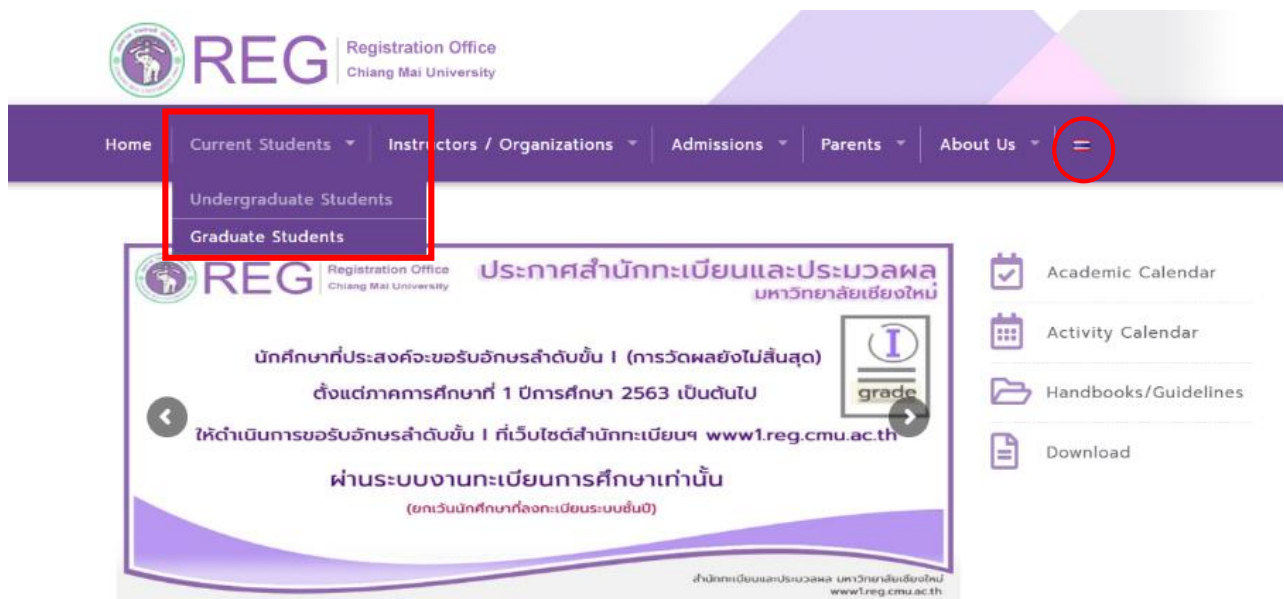


# STUDENT'S GUIDELINE FOR COURSE SECTION CHANGING

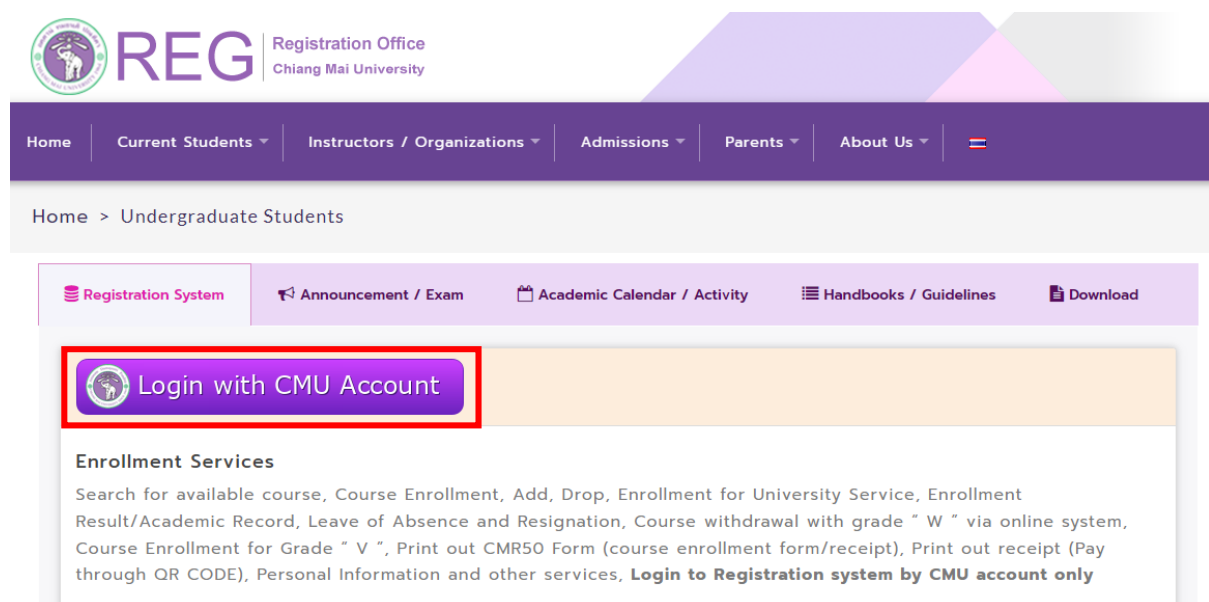
## BY RESPONSIBLE DEPARTMENT

### HOW TO LOG IN

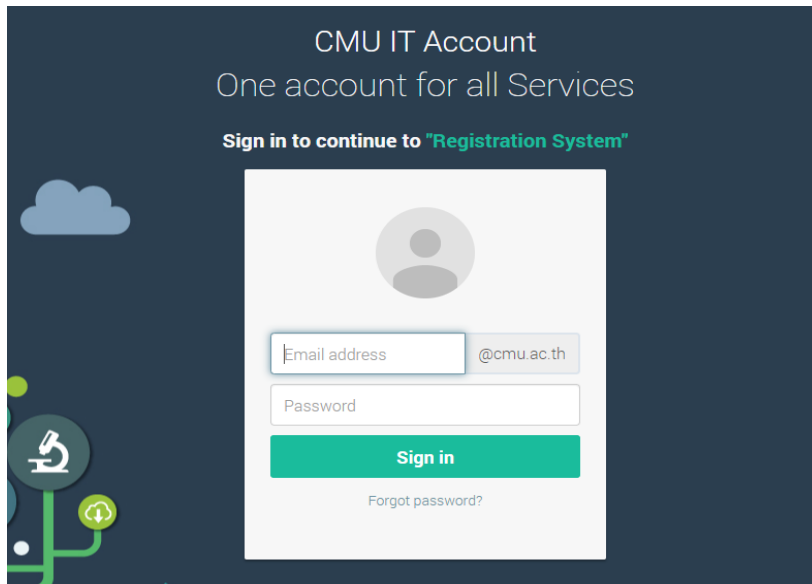
1. Students can access the system from the registration office website at <http://www.reg.cmu.ac.th> For change the language, click the flag on top of the page. Then, click on “Current Student”



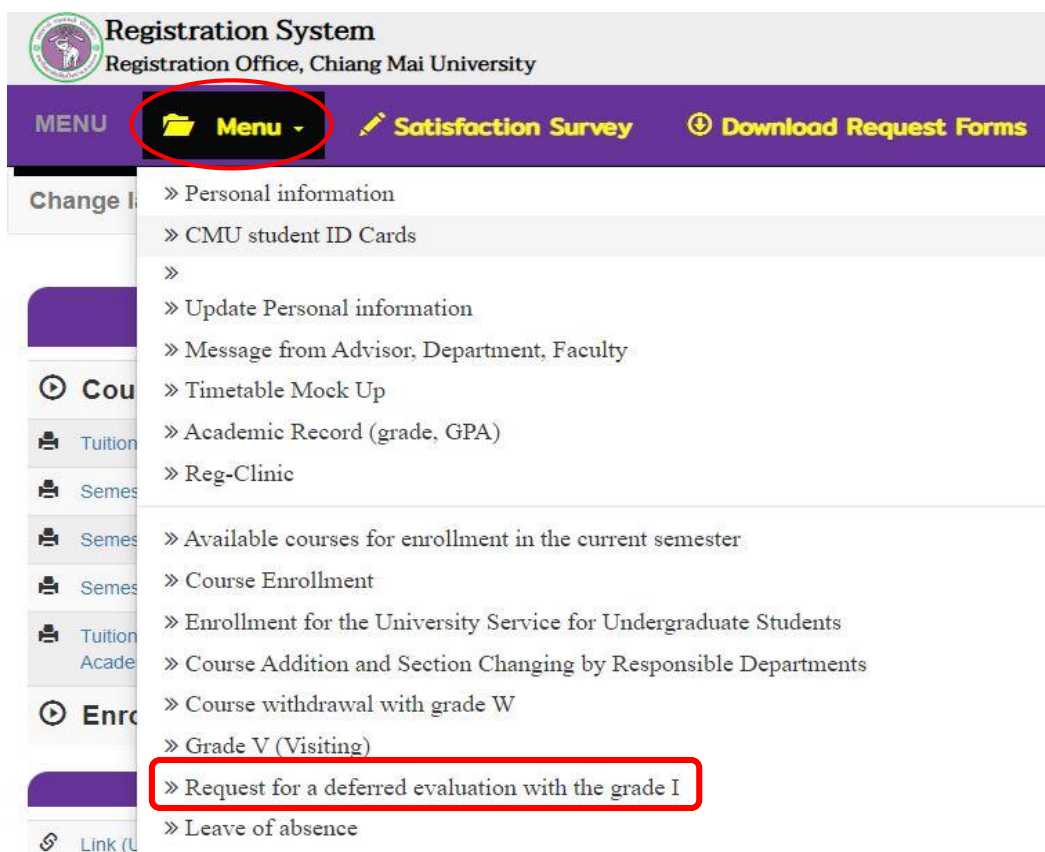
2. Click “Login with CMU Account”



3. Logging in the system with CMU IT Account (@cmu.ac.th)



4. 4. After logging in successfully, click on “Menu” then choose “Course addition and Section Changing by Reponsible Departments”

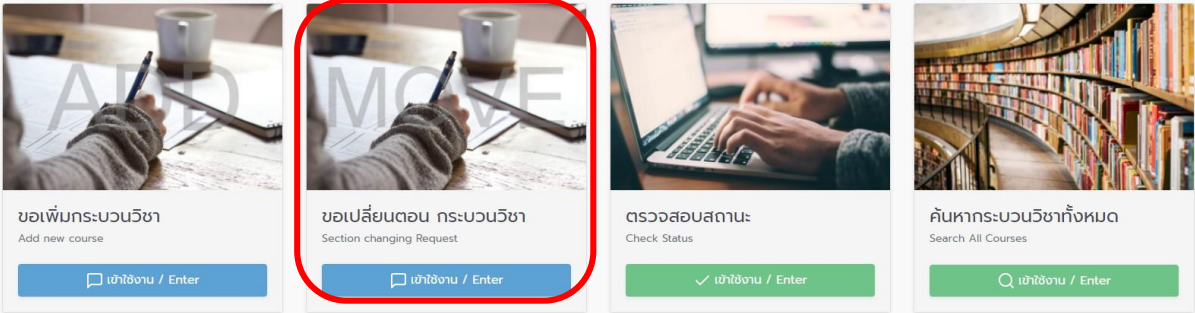


5. The window will be shown as follows,

- 1) Add new course
- 2) Section Changing Request
- 3) Check Status
- 4) Search all courses which open on that time.

ระบบเพิ่ม/เปลี่ยนตอน กระบวนวิชาผ่านภาควิชาออนไลน์  
Online Application for Course Addition & Section changing Request to be Approved by Responsible Department

Special Semester, Academic Year 2021  
Period: 1 January - 1 December 2022  
Start: 00:00:01 | End: 23:59:59



ขอเพิ่มกระบวนวิชา  
Add new course  
เข้าใช้งาน / Enter

ขอเปลี่ยนตอน กระบวนวิชา  
Section changing Request  
เข้าใช้งาน / Enter

ตรวจสอบสถานะ  
Check Status  
เข้าใช้งาน / Enter

ค้นหากระบวนวิชาทั้งหมด  
Search All Courses  
เข้าใช้งาน / Enter

6. 1) Read the instructions before changing the course section.
- 2) Select the course which you would like to change correctly.

Make a Request (Add) Make a Request (Change) Check Status Search All Courses Manual Survey Example User TH / EN

ระบบเพิ่ม/เปลี่ยนตอน กระบวนวิชาผ่านภาควิชาออนไลน์ Online Application for Course Addition & Section changing Request to be Approved by Responsible Department

Make a request

Please select the course that you want to change section

Select	Course No.	Title	Section (lecture)	Section (lab)	Online/Onsite	Registered type	Registered time
Select	057136	SPORT HEALTH FITNESS	002	000	-	Advanced (Pre)	2 Apr 2022 (00:27:40)
Select	208263	ELEMENTARY STATISTICS	004	000	-	Special (Department)	18 Apr 2022 (10:26:23)
Select	801100	ARCHITECTURE IN EVERYDAY LIFE	001	000	-	Advanced (Pre)	2 Apr 2022 (00:26:56)

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1

Instruction

- Click Select Your Registered Course that you want to change section by click 'Select' button
- If the course(s) are on withdraw process (waiting for Registration office's Processing), Course(s) will be unavailable for move section. If you want to cancel withdraw process, go to [regist.reg.cmu.ac.th](http://regist.reg.cmu.ac.th) (click here)
- If the course(s) are on section change process (waiting for responsible's department considering), Course(s) will be unavailable for send more request.

7. Select “Info” to see the course details.

Make a request

Selected Course  
208263 : ELEMENTARY STATISTICS (004-000)

Please select section that you want to change in

001-000 (ELEMENTARY STATISTICS)	Info	Select
002-000 (ELEMENTARY STATISTICS)	Info	Select
003-000 (ELEMENTARY STATISTICS)	Info	Select

Back to previous page

8. Click “Select Section \_”

Make a request

Selected Course  
208263 : ELEMENTARY STATISTICS (004-000)

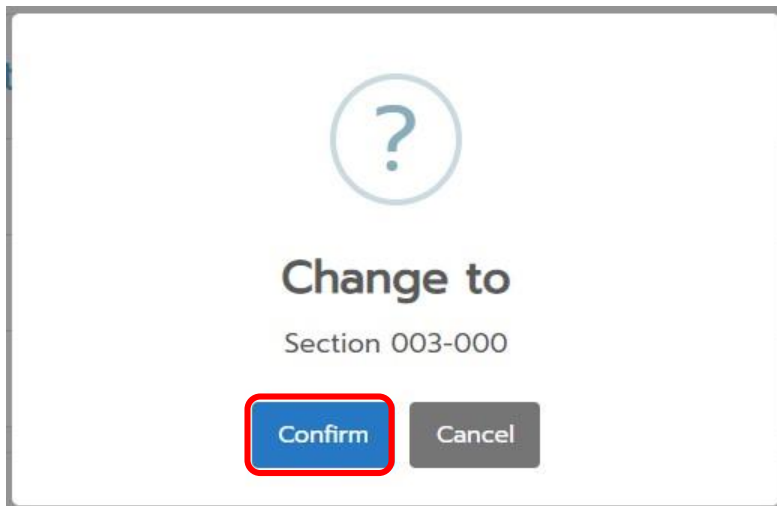
Please select section that you want to move in

001-000 (ELEMENTARY STATISTICS)	Info	Select														
002-000 (ELEMENTARY STATISTICS)	Info	Select														
<table><tr><td>Dates</td><td>Monday, Tuesday, Wednesday, Thursday, Friday</td></tr><tr><td>Times</td><td>11:00-12:30</td></tr><tr><td>Room (Location)</td><td>SCB1100</td></tr><tr><td>Instructor</td><td>MANAD KHAMKONG</td></tr><tr><td>Online/Onsite</td><td>online 100%</td></tr><tr><td>Exam (Midterm)</td><td>Regular Exam</td></tr><tr><td>Exam (Final)</td><td>30 MAY 2022 (12:00-15:00)</td></tr></table>			Dates	Monday, Tuesday, Wednesday, Thursday, Friday	Times	11:00-12:30	Room (Location)	SCB1100	Instructor	MANAD KHAMKONG	Online/Onsite	online 100%	Exam (Midterm)	Regular Exam	Exam (Final)	30 MAY 2022 (12:00-15:00)
Dates	Monday, Tuesday, Wednesday, Thursday, Friday															
Times	11:00-12:30															
Room (Location)	SCB1100															
Instructor	MANAD KHAMKONG															
Online/Onsite	online 100%															
Exam (Midterm)	Regular Exam															
Exam (Final)	30 MAY 2022 (12:00-15:00)															
003-000 (ELEMENTARY STATISTICS)	Info	Select														

Select section 002-000

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9. Re-check the section which you would like to change correctly before clicking “Confirm”



A confirmation dialog box with a white background and a gray border. At the top center is a light blue circle containing a question mark. Below this, the text "Change to" is displayed in a bold, dark gray font, followed by "Section 003-000" in a smaller, regular dark gray font. At the bottom, there are two buttons: a blue button with the text "Confirm" and a gray button with the text "Cancel". The "Confirm" button is highlighted with a red rectangular border.

10. Fill out the reason for requesting to change section in the box and click “Confirm”.



A form with a white background and a gray border. The text "Please fill in the reason for section Changing" is centered at the top in a bold, dark gray font. Below the text is a large, empty rectangular text input box with a thin gray border. At the bottom center of the form is a blue button with the text "Confirm".

11. The system will be shown **Section Changing Request Summary**, If students have checked all of information, click "**Confirm**" or if you would like to edit click "**Back to previous page**"

Make a request

Please confirm your request

Change Section for this course  
208263 : ELEMENTARY STATISTICS

Current (004-000)		»	New Section (002-000)	
Dates	Monday,Tuesday,Wednesday,Thursday,Friday		Dates	Monday,Tuesday,Wednesday,Thursday,Friday
Times	13:00-14:30		Times	11:00-12:30
Room (Location)	Online		Room (Location)	SCB100
Instructor	LAMPANG SAENCHAN		Instructor	MANAD KHAMKONG
Online/Onsite	-		Online/Onsite	online 100%
Exam (Midterm)	Regular Exam		Exam (Midterm)	Regular Exam
Exam (Final)	30 MAY 2022 (12:00-15:00)		Exam (Final)	30 MAY 2022 (12:00-15:00)

เหตุผลในการขอเปลี่ยนแปลง  
test

[Confirm](#) [Back to previous page](#)

12. Click "**Confirm**" to affirm the course section changing.

?

**Confirm request ?**

Confirm request  
and send to department staff ?

\*Once the request is confirmed, your  
submission cannot be changed. Decision of  
department is final\*

[Confirm](#) [Check again](#)

13. Then the system will show **Section changing request status** page

- **Green Table**, Course successfully change
- **Blue Table**, Waiting for approval
- **Red Table**, Course unsuccessfully change

## Course Addition & Section moving Request status

2nd Semester, Academic Year 2021

✕ Course section moving

✓ Moved ! Moved : 1 request(s)

Course no.	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Dates	Times	Room (Location)	Instructor
703351	HOTEL MANAGEMENT	002-000	<b>001-000</b>	MTh	0800 - 0930	-	ORAPIN SANTIDHIRAKUL or

🕒 Waiting Waiting : 1 request(s)

Course no.	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Dates	Times	Room (Location)	Instructor
001310	ORAL EXPRESSION 2	008-000	002-000	MTh	1430 - 1600	RB5306	TRISTAN RENAUD TREMBLAY

✕ Reject Reject : 1 request(s)

Course no.	Course title	Section [old] (lec-lab)	Section [moved] (lec-lab)	Date request sent	Reason from Department /REG System
001310	ORAL EXPRESSION 2	008-000	002-000	10 Mar 2022 (11:41:39)	ไม่อนุมัติ(กตสอ)

← Go to home page

14. When the request is completed, the notification will be sent to the **CMU mail**'s students (@cmu.ac.th) and the responsible department as follows:

- Students will be notified “Course section changing is waiting for approval from the responsible department”
- The responsible department will be informed that “Student’s request to change a course section is waiting for your approval

15. When the responsible department makes an approval, an e-mail notification will be sent to the students on the next day.
  
16. At the end of course section changing by responsible department period, the students who have not been changed the course section will be notified “The course section changing is not successful”.
  
17. All courses changing by responsible departments will be processed again by the registration office at the end of course adding/section changing period. Student are encouraged to check the summary of your enrollment before making tuition payment.