

## Procedure to request for a grade of V online

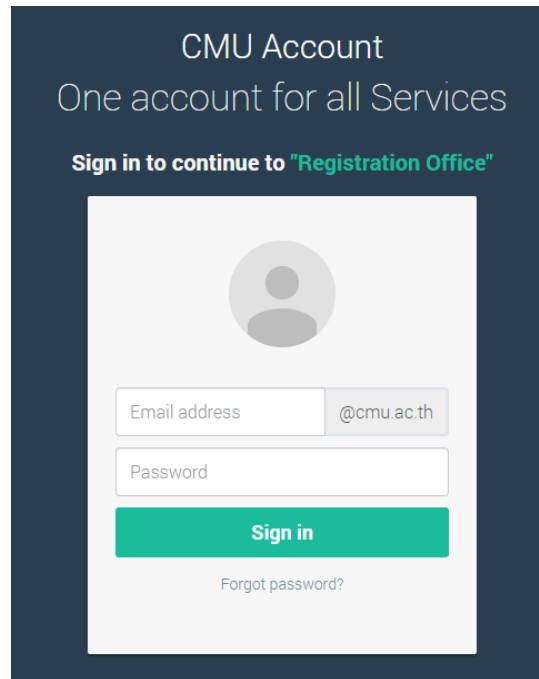
1. Direct your browser to <http://www.reg.cmu.ac.th>. Click “Current Students” select “Undergraduate Students” or “Graduate Students” menu.

The screenshot shows the REG Registration Office Chiang Mai University website. The 'Current Students' dropdown menu is open, with 'Undergraduate Students' and 'Graduate Students' highlighted by a red box. Below the menu is a banner for the 'Academic Calendar 2022' with Thai text and a calendar grid. To the right, there are links for 'Academic Calendar', 'Activity Calendar', 'Handbooks/Guidelines', and 'Download'.

2. Click “Login with CMU Account”

The screenshot shows the REG Registration Office Chiang Mai University website. The page is titled 'Home > Undergraduate Students'. The navigation bar includes 'Registration System', 'Announcement / Exam', 'Academic Calendar / Activity', 'Handbooks / Guidelines', and 'Download'. The 'Login with CMU Account' button is highlighted with a red box. Below the button, the 'Enrollment Services' section is visible, listing various services such as course search, enrollment, and withdrawal.

3. Login to the system by CMU Account (@cmu.ac.th)



CMU Account  
One account for all Services

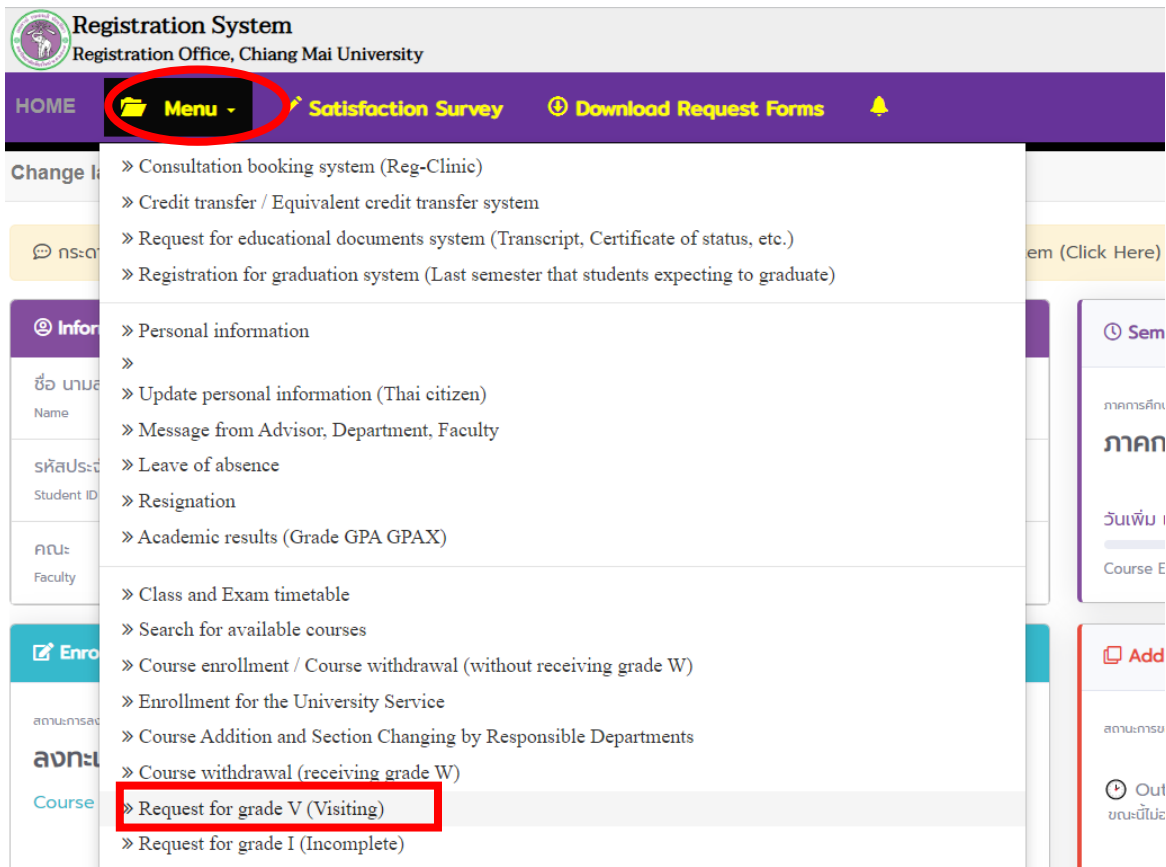
Sign in to continue to "Registration Office"

@cmu.ac.th

**Sign in**

[Forgot password?](#)

4. Click "Menu" and select "Request for grade V (Visiting)"



Registration System  
Registration Office, Chiang Mai University

HOME **Menu** Satisfaction Survey Download Request Forms

- » Consultation booking system (Reg-Clinic)
- » Credit transfer / Equivalent credit transfer system
- » Request for educational documents system (Transcript, Certificate of status, etc.)
- » Registration for graduation system (Last semester that students expecting to graduate)
- » Personal information
  - » Update personal information (Thai citizen)
  - » Message from Advisor, Department, Faculty
- » 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 Departments
- » Course withdrawal (receiving grade W)
- » Request for grade V (Visiting)**
- » Request for grade I (Incomplete)

5. Please read the instruction before click “ Click here to request for a grade of V”.

**Request for an enrollment with the Grade “V” System**

Please read through the following guidelines carefully before proceeding with the system.

**First Semester Academic Year 2023 (Jul 10 - 14, 2023)**

- [Request for a Grade of “V” Handbook for Student](#)

**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**

1. Choose a course (s) that you wish to request for a grade of V.
2. Click “Click to Visiting” at the end of process.
3. Please login back to check the status of the request.
4. Changing a grade of V to a regular evaluation grade click “Cancel”  
Click “Cancel” if you want to change from grade V to regular evaluation grade (A-F) The process will be completed when:

**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 before 66...onwards** must be approved by the instructor and advisor.

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

6. Select a course(s) which you wish to request for a grade of V and click “Click to Request”

**Request for a Grade of “V”**

First Semester Academic Year 2023 (Jul 10 - 14, 2023) [Back to Guidelines](#)

**List of enrolled courses**

Choose a course that you wish to request for a Grade of “V”.

The following is the guidelines for students, please read through carefully Guidelines

\*กรณีใช้งานใน mobile หรือ tablet ให้คลิกเลือก ช่าย-ขวา บน-ล่าง เพื่อดูรายละเอียดในตารางให้ครบถ้วน

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>	-	-	-	-
2	140104 (010 / 000) CITIZENSHIP	<a href="#">Click to Request</a>	-	-	-	-
3	154281 (001 / 000) ECONOMIC GEOGRAPHY	<a href="#">Click to Request</a>	-	-	-	-

Data as of July 9, 2023

7. 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.

**Confirmation**

<b>Course no</b>	001102
<b>Lec/Lab</b>	070 / 000
<b>Title</b>	FUNDAMENTAL ENGLISH 2

\* I hereby request for a grade of V.

Confirm your request

x Close

Students will receive a confirmation email. The request for a grade of V will be sent to the instructor and advisor to approve.

8. After confirmation, “**Incomplete**” will display on your screen. And “**Awaiting**” for waiting the decision of advisor and instructor.

**Student ID 66... onwards** will not display “Head of department” on your screen.

NO.	COURSE (LEC/LAB)	REQUEST FOR VISITING (V)	STATUS			
			REQUESTED	ADVISOR	INSTRUCTOR	HEAD OF DEPARTMENT
1	001102 (070 / 000) FUNDAMENTAL ENGLISH 2	<a href="#" style="background-color: #4a86e8; color: white; padding: 2px 5px; text-decoration: none;">Click to Request</a>	-	-	-	-
2	140104 (010 / 000) CITIZENSHIP	<a href="#" style="background-color: #4a86e8; color: white; padding: 2px 5px; text-decoration: none;">Click to Request</a>	-	-	-	-
3	154281 (001 / 000) ECONOMIC GEOGRAPHY	<a href="#" style="background-color: #4a86e8; color: white; padding: 2px 5px; text-decoration: none;">Click to Request</a>	-	-	-	-
4	701100 (001 / 000) ELEMENTARY ACCOUNTING 1	Request for VISITING (V)	Incomplete	Awaiting..	Awaiting..	Awaiting..

9. The request for a grade of V is completed after the course instructor and advisor have given a decision from the system. “**Complete**” will display on your screen.

Student ID 66... onwards will not display “Head of department” on your screen.

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>	-	-	-	-
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>	-	-	-	-

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

\*Noted

- **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 status** means the request for a grade of V is succeed. Student cannot cancel the request for Grade V.