

Announcement of the Registration Office

Subject: The Procedures for Course Enrollment for Grade V Via Online

The Registration Office has developed a system for course enrollment for Grade V via Online. A student who wishes to enroll in a course can do it online by typing in the form CMU 46 (Course Enrollment Slip for Grade V) and submit it to the Registration Office according to the regulations within the time set for a request for Grade V in the Academic Calendar of that semester starting from the first semester of Academic Year 2012 onward as follows:

1. The student who wants of enroll for grade V in any course must register for the course enrollment and pay for the credit of that course
2. **Online Enrollment**
 - 2.1. Enter www.reg.cmu.ac.th Topic registration and select the desired semester using the password for registration of that Academic Year. Then select from the menu Enrollment for Grade V.
 - 2.2. Type in form CMU 46 (Course Enrollment Slip for Grade V) via online and obtain the approval and signature of the academic advisor and the Head of the Department that offers that course.
 - 2.3. Submit CMU 46 to the Registration Office in person to show the intention for the enrollment according to the time specified in the Academic Calendar.
 - 2.4. Failure to complete the procedure means the student does not want to enroll for grade V in the course, which will make the course remain with its normal status and the grade assignment will be according to the standard set for the course and the evaluation of the instructor.

3. Time Frame for Enrollment for Grade V

Submission of the request form CMU 46 (Course Enrollment Slip for Grade V) to the Registration Office will be in accordance with that set in the Academic Calendar.

4. Checking for Completion of the Enrollment for Grade V

After submission of CMU 46, the student can check for completion of the enrollment (appearance of grade V) at www.reg.cmu.ac.th Topic registration or select final results of registration or login to registration.

If it appears that the registration has not been completed (no sign of a grade V) the student has to take CMU form 46 to the Undergraduate Registration Section of the

Registration Office immediately to resolve the problem within one week after the time allowed for submission of the request for enrollment for grade V of that semester.

5. Cancellation of the Enrollment for Grade V after the Completion of the Enrollment

After the results have been completed and the student wants to cancel the enrollment for grade V, the student has to submit a general request with the approval of the academic advisor and the instructor of the course through the student's faculty and submit it to the Registration Office.

This must be processed within the time schedule for a request for grade V or the change of grade V for undergraduate courses or that set by the graduate courses according to the Academic Schedule of that particular semester.

Announced for public acknowledgement

On May 30, 2012

Signed.....

(Asst. Prof. Todsaporn Pichaiya)

Director of the Registration Office