

Announcement of the Registration Office

Subject: Taking a Leave of Absence to Maintain an Undergraduate Student Status Via the Internet

The Registration Office has developed a system for taking a leave of absence to maintain an undergraduate student status via the Internet. A student who wishes to take a leave of absence to maintain a student status for any semester must express the intention to do so by filling out the request form and submitting it to the Registration Office to comply with the regulations and the announcements of the university concerning studying. The application for the leave can be undertaken from the second semester of the Academic Year 2011 onward as follows:

1. Procedures for taking a leave of absence and maintaining a student status

- 1.1. Enter the system at www.reg.cmu.ac.th Topic: registration and then enter the system for taking a leave of absence and maintaining a student status by using username and password of university email (IT ACCOUNT@cmu.ac.th) and following the procedures accordingly.
- 1.2. After filling out the request via the Internet, the student has to print out the form and have the parent affix his/her signature for approval and take it for approval from the academic advisor and the Dean of the Faculty respectively.

A student of legal age can apply for a leave of absence without a letter of permission from his/her parent.

A student who is granted a leave from work for the study needs to present a letter of permission to take a leave of absence from the head of his/her agency.

- 1.3. The request for the leave of absence to maintain a student status must be submitted through his/her respective faculty for document procedure.
- 1.4. Submit the request form to the Registration Office to pay the fee according to the university regulations.
- 1.5. Submit the form and the receipt to the Registration Office to keep as evidence within the specified time which is 30 days after the beginning of the regular semester of the academic year.
- 1.6. Failure to complete the procedure means the student does not want to take a leave of absence to maintain his/her student status and shall be disqualified as a student due to neglect to register for course enrollment, to register for university services and/or not applying for a leave of absence within the first 30 days of the respective regular semester.

2. Time for filing a request for a leave of absence to maintain a student status

The request for a leave of absence and maintaining a student status must be processed and completed within the first 30 days starting from the first day of the regular semester of that academic year.

3. Checking for the results of the request for a leave of absence and maintaining a student status

After submitting the request and the receipt for the fee for maintaining a student status to the Registration Office, the student can check for the results or the completion of the process as follows:

- 3.1. Enter the system for a leave of absence and maintaining a student status. If the permission has been granted or completed the word "complete" will appear in red or

3.2. Contact the Education Service Section of the student's faculty to check for the announcement sent by the Registration Office informing of permission for the student to take a leave of absence and maintaining a student status where the name of that particular student will appear on the list.

If some mistake occurs, the student can contact the Undergraduate Records Section of the Registration Office immediately for checking and making corrections.

4. Cancellation of the leave of absence and maintaining a student status

After the student's name appears on the list of those who request for a leave of absence and maintaining student status in the Announcement of the Registration Office, the student, however, wants to cancel the request, the student has to submit a request form for the cancellation with the approval from the parent who affixes his/her signature on the approval letter and presents the documents through the student's advisor to the Dean of the Faculty for approval before forwarding it to the Registration Office within the time specified for the request and the time for being disqualified as a student due to failing to register and taking a leave of absence for that semester.

Announcement published for public acknowledgement

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Signed Todsaporn Pichaiya
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