# STUDENT'S GUIDELINE FOR COURSE ADDITION BY RESPONSIBLE DEPARTMENT

In case of "Search for available section by Dates/Times"

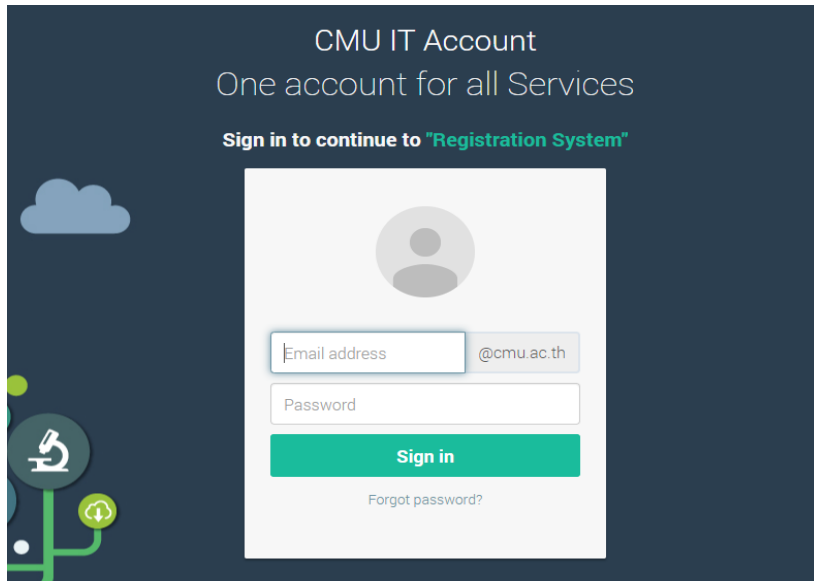### HOW TO LOG IN

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"** and Choose level of students or access directly at https://www1.reg.cmu.ac.th/webreg/en/undergraduate-students/
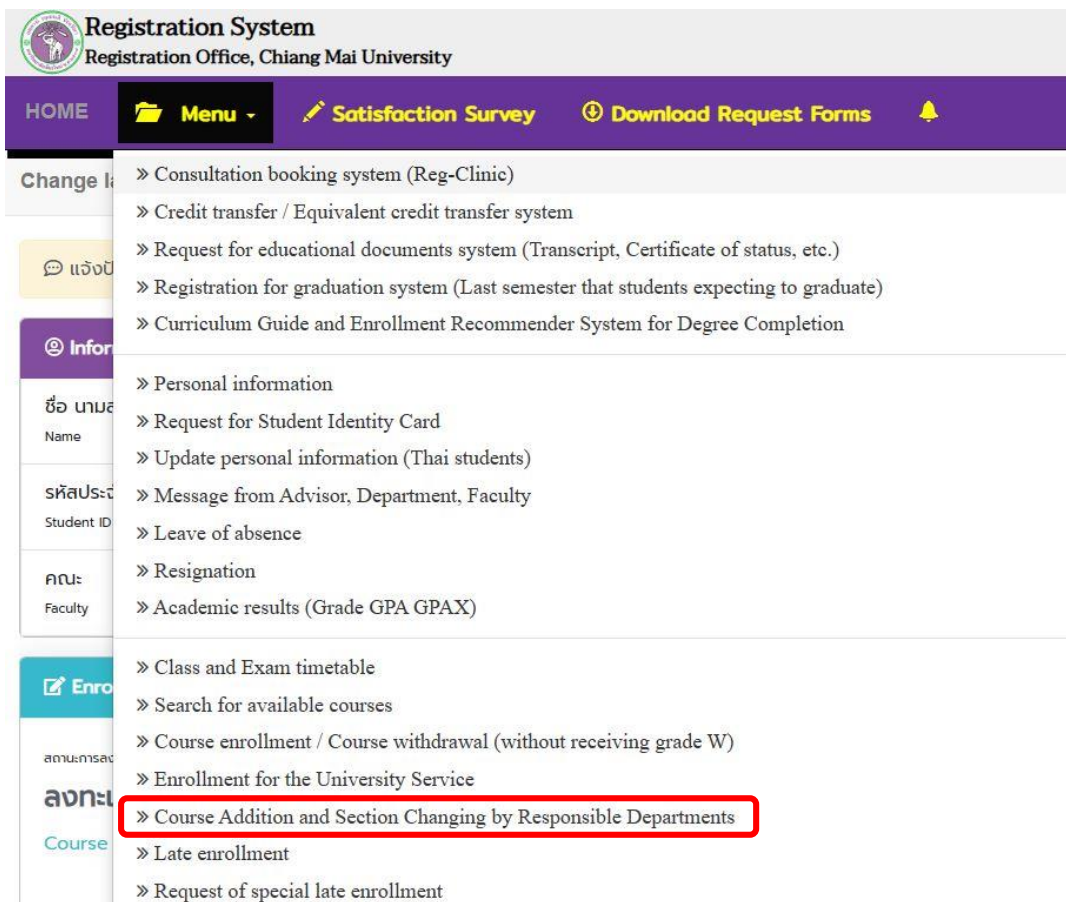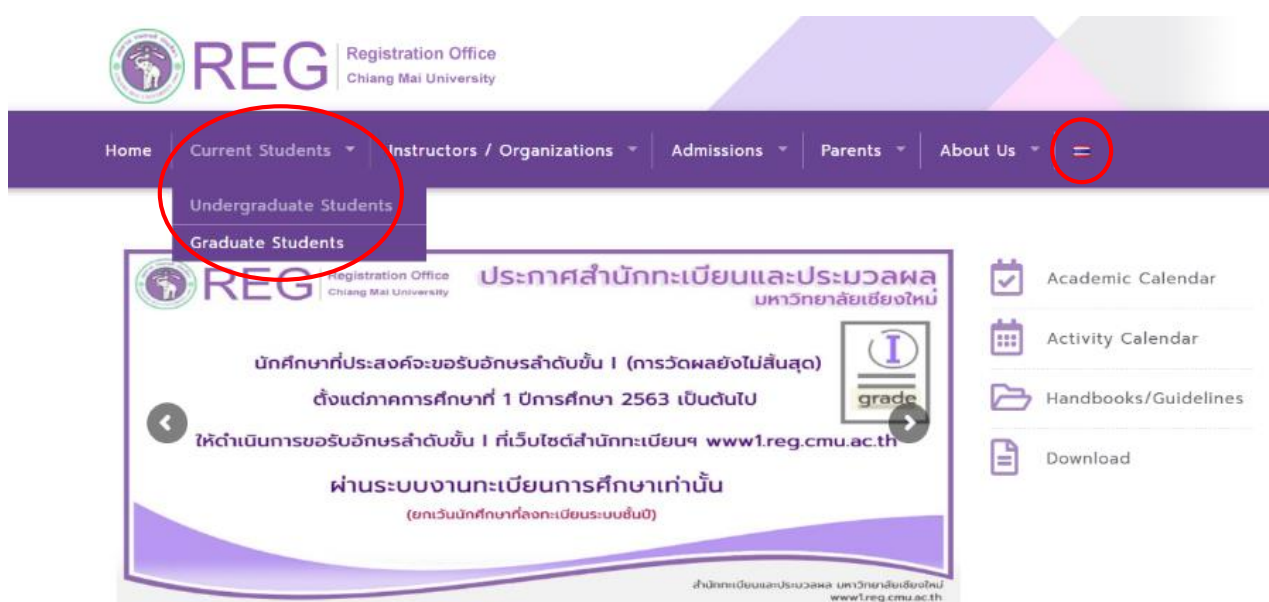

2. Click **"Login with CMU Account"**
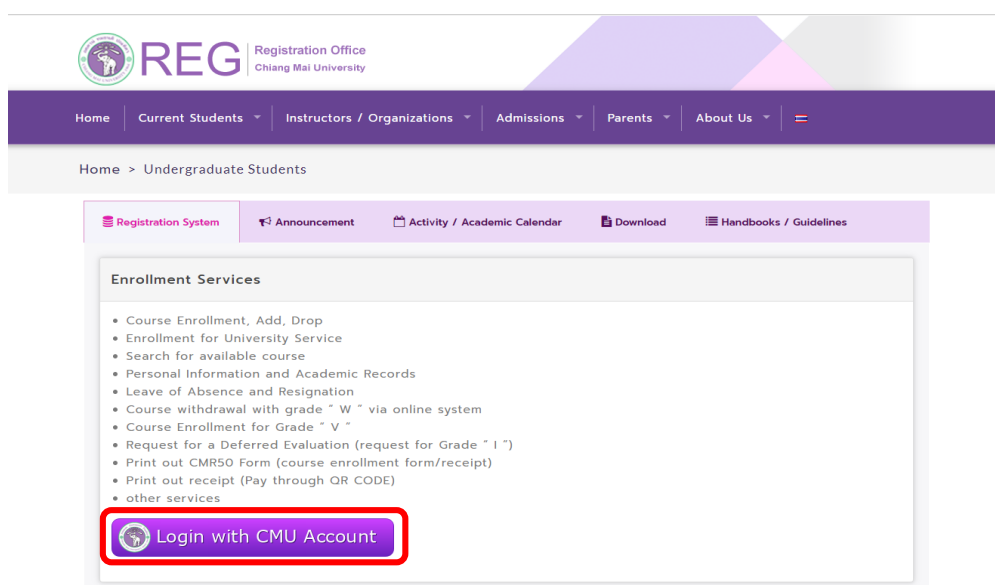
3. Log in the system with CMU IT Account (@cmu.ac.th)

4. After logging in successfully, click on **"Menu"** then choose **"Course Addition and Section Changing by Responsible Departments"**

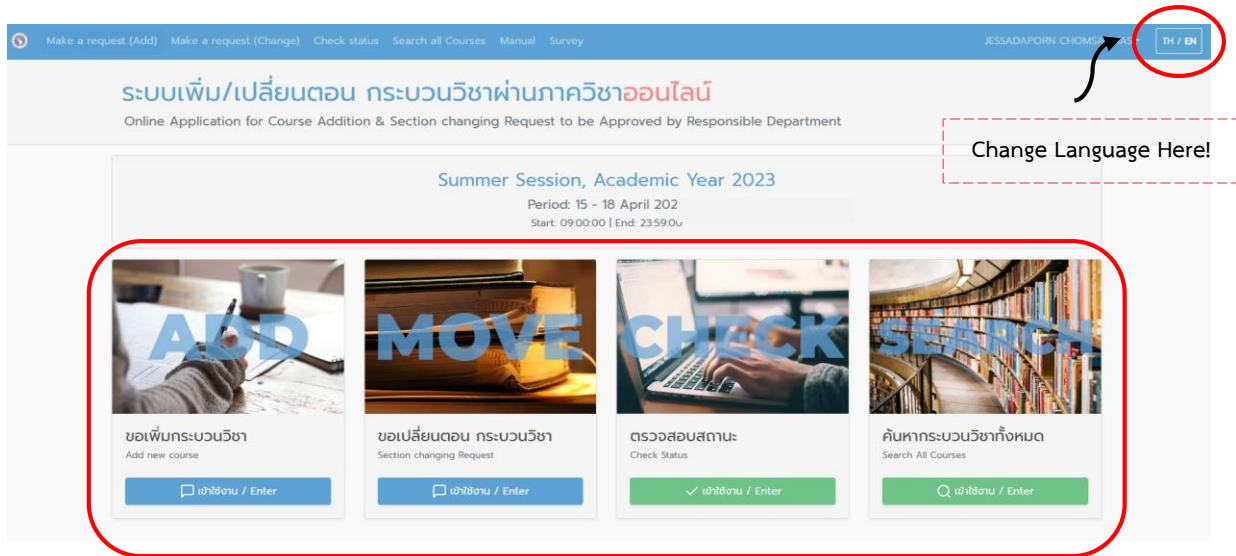5. The window will be shown as follows,

      1) Add new course: To add a course.

      2) Section changing request: To change the section.

      3) Check Status: To follow up your request.

      4) Search all courses which open on that time.

For English, click on **"TH/EN"** button at the top right corner.

6.   1) Read the instructions before adding courses.

      2) Fill up the course details. Correct course number is the first priority.

7. Select "**Search for available section by Dates/Times**"

Make a request

Please fill out course information

Course number

001202

Section Search

Search for available section by Dates/Times

--- Please Select Condition ---
Indicate section number without search
Search for all available sections
Search for available section by Dates/Times
Search for available section by Instructor's name

Select Times

09.30 - 11.00

Reason for Course Addition & Section changing Request

test

✈ Send

Instruction

- Type 6 digits of course number to be added.
- Select section search and indicate section number.
- Click blue "Send" bar.
  - If the course offers more than 1 section, Student can choose up to 5 sections.
  - If the course requires lab enrollment in addition to lecture, further step is included in the system.
  - If Student do not know course number to be added, you can search in menu "Search All Courses".

8. Date and time will be appeared.

Make a request

Please fill out course information

Course number

001202

Section Search

Search for available section by Dates/Times

Select Dates

Monday - Friday (5 Days)

--- Please Select "Dates" ---
Any
Monday & Thursday
Tuesday & Friday
Saturday & Sunday
Wednesday only
Monday only
Tuesday only
Thursday only
Friday only
Saturday only
Sunday only
Monday - Friday (5 Days)
Other date patterns

Instruction

- Type 6 digits of course number to be added.
- Select section search and indicate section number.
- Click blue "Send" bar.
  - If the course offers more than 1 section, Student can choose up to 5 sections.
  - If the course requires lab enrollment in addition to lecture, further step is included in the system.
  - If Student do not know course number to be added, you can search in menu "Search All Courses".

10. Click **"Send"**

11. The section which matches with your date and time will be appear. Then select a course from the **"Select"** button in front of the course's row. In which students can select up to 5 sections.

12. Click on button **"Send request .... section"**

13. Click **"Confirm"**

14. Check your request summary, click **"confirm request"** If the summary is correct or click **"Back to previous page"** to edit or cancel.

15. Click **"Confirm"**

16. Then the system will show **Course Addition & Section changing Status**

    - **Green Channel,** Course successfully added

    - **Blue Channel**, Waiting for approval

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

    - Students will be notified "Course addition is waiting for approval from the responsible department"

    - The responsible department will be informed that "Student's request to add a course is waiting for your approval"

18. When the responsible department approve, an e-mail will notify the students and advisor as follows:

    - Students will be notified "Course addition by responsible department is successfully added"

    - Advisor will be notified that "Course addition by responsible of (Course name) for Mr./Ms………………… student id………………is successfully added.

19. All courses added by responsible departments will be processed again by the registration office at the end of adding period. Student are encouraged to check the summary of your enrollment before making tuition payment.