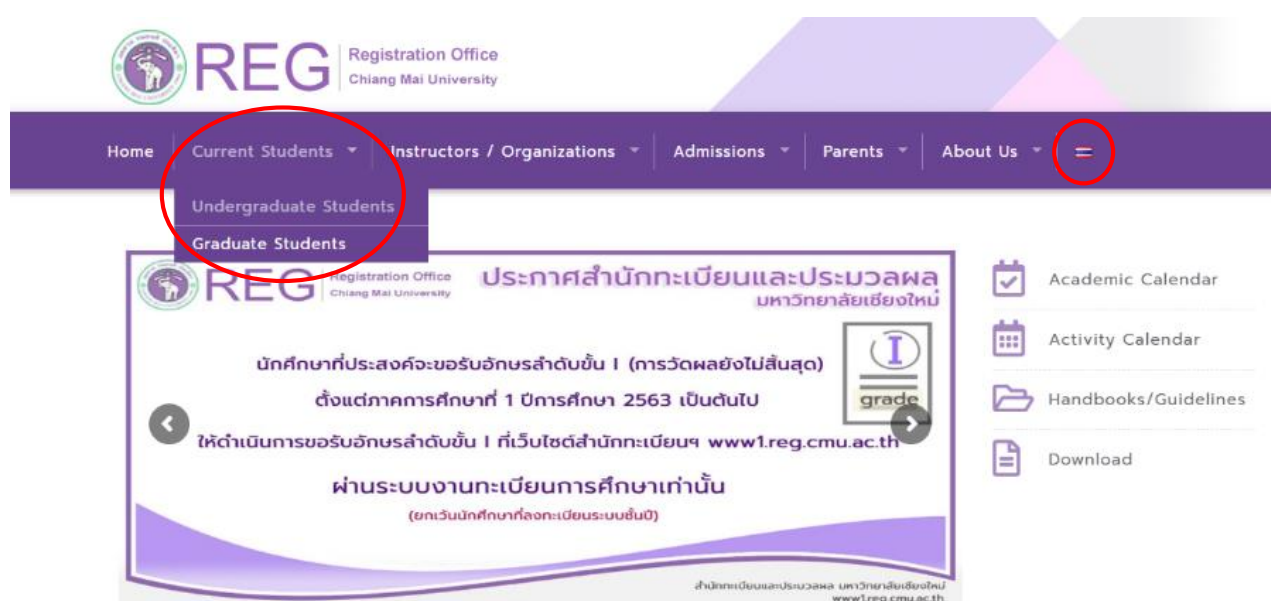


# STUDENT'S GUIDELINE FOR COURSE ADDITION BY RESPONSIBLE DEPARTMENT

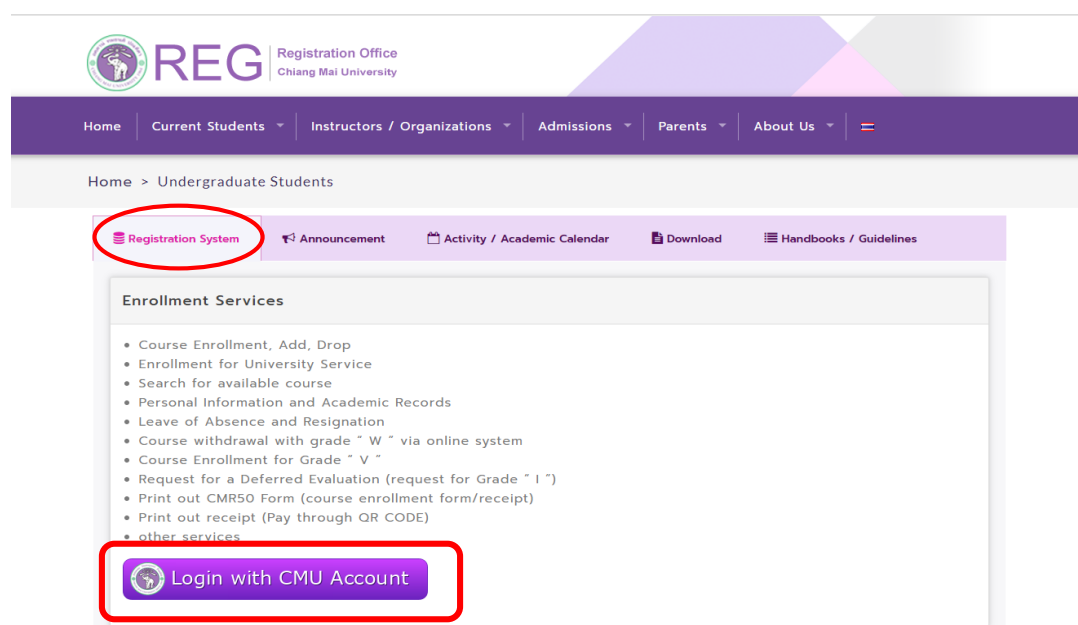
In case of “Indicate section number”

## HOW TO LOG IN

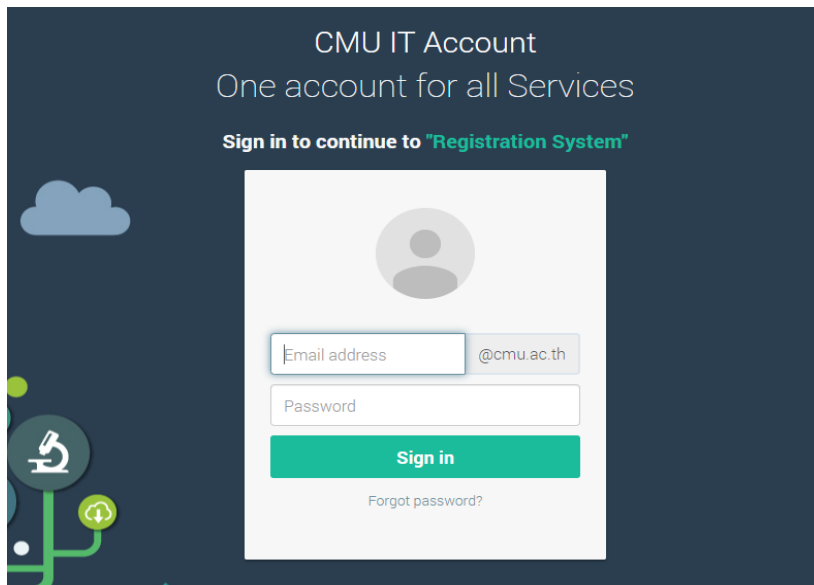
1. Students can access the system from the registration office website at <http://www.reg.cmu.ac.th> For change the language, click the flag on top of the page. Then, click on “**Current Student**” and Choose level of students or access directly at <https://www1.reg.cmu.ac.th/webreg/en/undergraduate-students/>



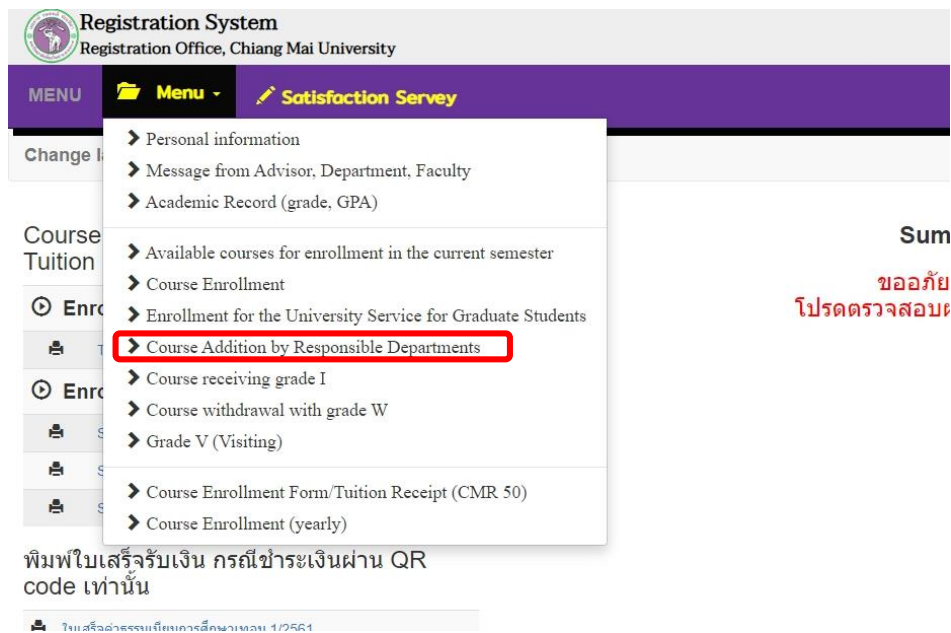
2. Click “Login with CMU Account”



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

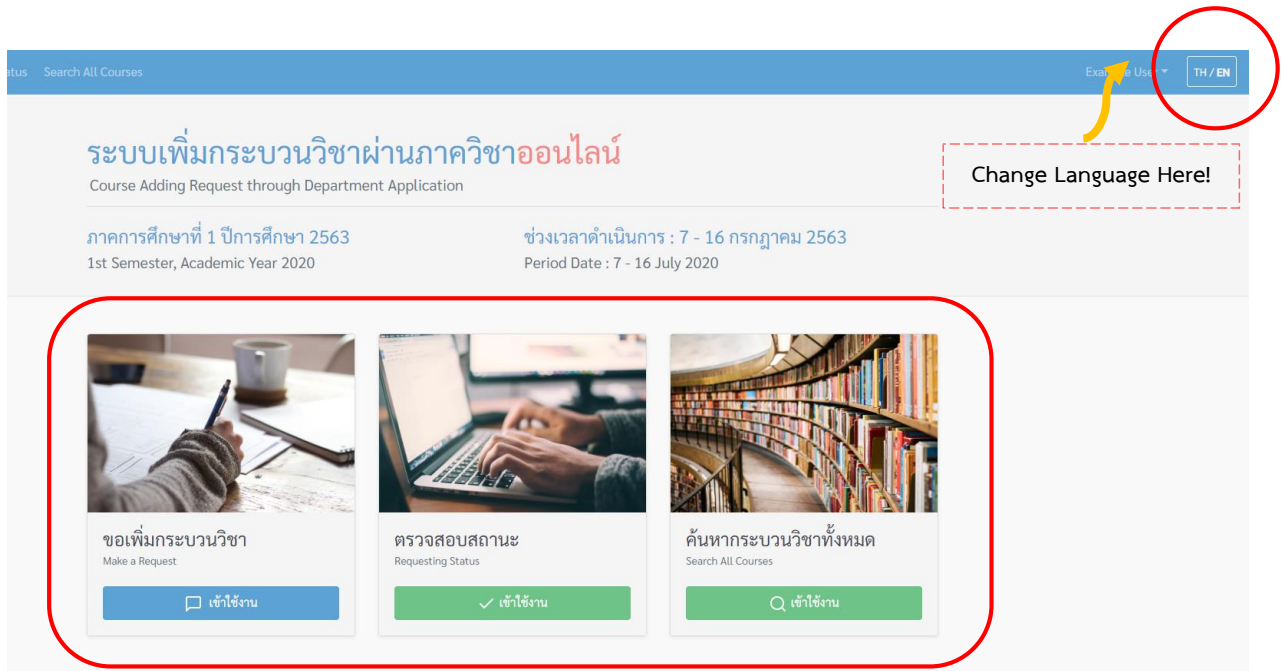


4. After logging in successfully, click on “Menu” then choose “Course addition by responsible departments”



5. The window will be shown as follows,

- 1) Make a request: To add a course.
- 2) Requesting status: To follow up your request.
- 3) Search all courses which open on that time.



6. 1) Read the instructions before adding courses.
- 2) Fill out the course number which you would like to add correctly.

7. Choose the conditions for section finding.

The screenshot shows a web form titled "Make a request" with the instruction "Please fill course you need to add." The "Course number" field contains "001203". The "Section finding Condition" dropdown menu is open, showing options: "Fill section number exactly", "Please Select Condition ---", "Fill section number exactly", "Find all available section", "Find section by Dates/Times", and "Find section by Instructor name". The "Fill section number exactly" option is highlighted. Below the dropdown is the "Course Adding Reason" field with the placeholder "Please type Reason ...". A blue "Send" button is at the bottom.

- Instruction**
- Type 6 Digits of Course number that Student need to add.
  - Then Select section finding Condition and fill information as follow.
  - Then type "Send" Button below.
  - --- If results are more than 1 section, Student need to select section, You can request more than 1 section (Also Practical Lab ("Lab พว่๓๓") If required)
  - --- (In case of select "Fill section number exactly" Condition) If course require Practical lab ("Lab พว่๓๓") Student can fill both Lecture and Lab section, e.g. 001-001.
  - --- If Student do not know Course number that need to study, you can search in menu "Search All Courses".

8. Select **"Fill section number exactly"** Then fill out the section number on field **"Section (lec-lab)"**

The screenshot shows the same "Make a request" form. The "Section finding Condition" dropdown menu is now closed and shows "Fill section number exactly". The "Section (lec-lab)" field is now filled with "001" in the first sub-field and "000" in the second sub-field. The "Course Adding Reason" field remains empty. The blue "Send" button is still at the bottom.

- Instruction**
- Type 6 Digits of Course number that Student need to add.
  - Then Select section finding Condition and fill information as follow.
  - Then type "Send" Button below.
  - --- If results are more than 1 section, Student need to select section, You can request more than 1 section (Also Practical Lab ("Lab พว่๓๓") If required)
  - --- (In case of select "Fill section number exactly" Condition) If course require Practical lab ("Lab พว่๓๓") Student can fill both Lecture and Lab section, e.g. 001-001.
  - --- If Student do not know Course number that need to study, you can search in menu "Search All Courses".

9. Fill out the reason for requesting to add courses on the field.

The screenshot shows a web form titled "Make a request" with a blue header. The main heading is "Please fill course you need to add." Below this, there are several input fields: "Course number" with the value "001203", "Section finding Condition" with a dropdown menu set to "Fill section number exactly", and "Section (lec-lab)" with two input boxes containing "001" and "000". The "Course Adding Reason" field is a text area with the placeholder "Please type Reason ..." and is highlighted with a red rectangular border. At the bottom of the form is a blue "Send" button with a paper plane icon. To the right of the form is an "Instruction" panel with a question mark icon and a list of instructions.

**Make a request**

Please fill course you need to add.

Course number  
001203

Section finding Condition  
Fill section number exactly

Section (lec-lab)  
001 000

Course Adding Reason  
Please type Reason ...

Send

**Instruction**

- Type 6 Digits of Course number that Student need to add.
- Then Select section finding Condition and fill information as follow.
- Then type "Send" Button below.
- --- If results are more than 1 section, Student need to select section, You can request more than 1 section (Also Practical lab ("Lab พว๓") If required)
- --- (In case of select "Fill section number exactly" Condition) If course require Practical lab ("Lab พว๓") Student can fill both Lecture and Lab section, e.g. 001-001.
- --- If Student do not know Course number that need to study, you can search in menu "Search All Courses".

10. After filling in all the details, click "Send" in the blue bar.

This screenshot is identical to the previous one, showing the same form and instructions. However, the "Send" button at the bottom of the form is now highlighted with a red rectangular border, indicating the next step in the process.

**Make a request**

Please fill course you need to add.

Course number  
001203

Section finding Condition  
Fill section number exactly

Section (lec-lab)  
001 000

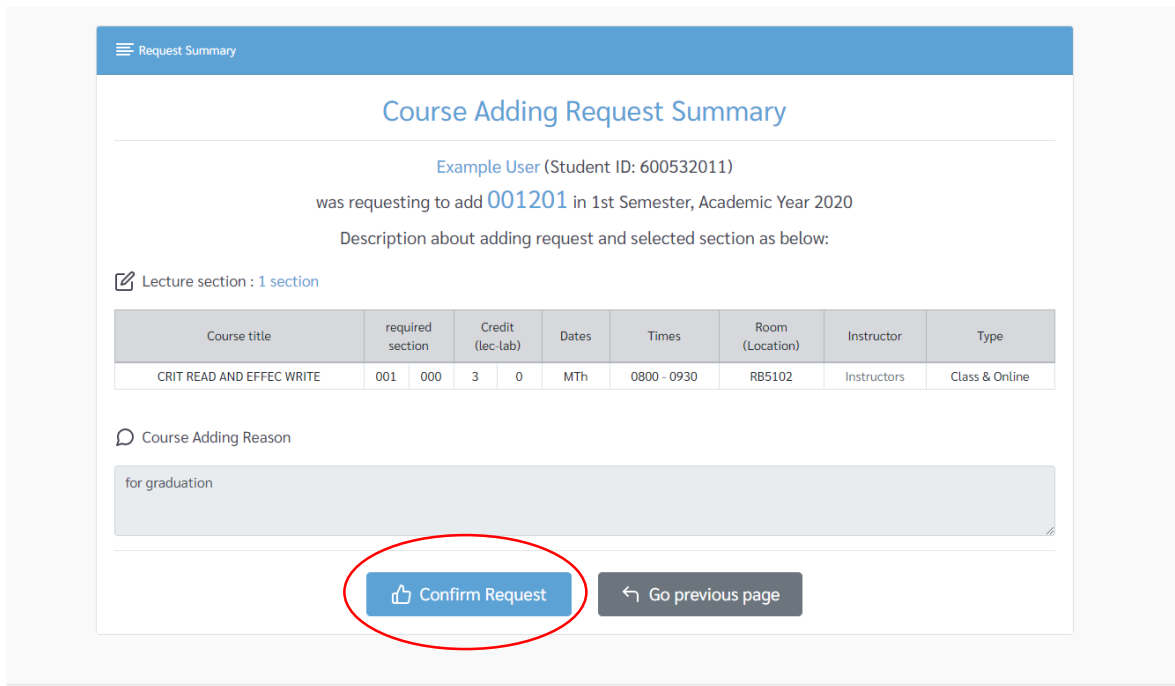
Course Adding Reason  
Please type Reason ...

Send

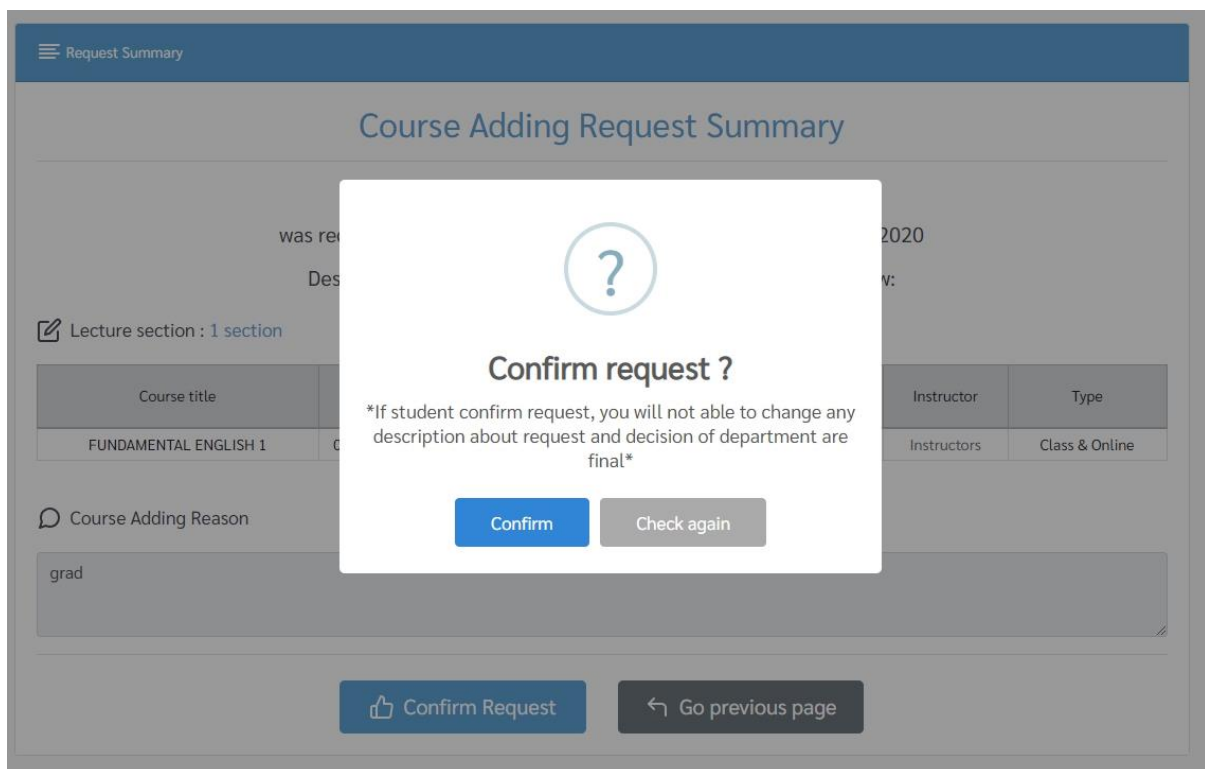
**Instruction**

- Type 6 Digits of Course number that Student need to add.
- Then Select section finding Condition and fill information as follow.
- Then type "Send" Button below.
- --- If results are more than 1 section, Student need to select section, You can request more than 1 section (Also Practical lab ("Lab พว๓") If required)
- --- (In case of select "Fill section number exactly" Condition) If course require Practical lab ("Lab พว๓") Student can fill both Lecture and Lab section, e.g. 001-001.
- --- If Student do not know Course number that need to study, you can search in menu "Search All Courses".

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



12. Click "Confirm"



13. Then the system will show **Course Addition Status** page

- **Green Channel**, Course successfully added
- **Blue Channel**, Waiting for approval

Request Status

### Course Addition Status

1st Semester, Academic Year 2020

✓ Added | Added : 1 course

Course no.	Course title	Section (lec-lab)	Credit (lec-lab)	Dates	Times	Room (Location)	Instructor	Type
001101	FUNDAMENTAL ENGLISH 1	005 000	3 0	MTh	0800 - 0930	RB3205	Instructors	Class & Online

Waiting | Waiting : 2 course

Course no.	amount of Section	Date Request sent	Detail	Cancel
001201	4 Sec	9 Jul 2020 (10 : 13 : 26)	<a href="#">see detail</a>	<a href="#">cancel request</a>
008324	1 Sec (1 Lab)	8 Jul 2020 (16 : 33 : 34)	<a href="#">see detail</a>	<a href="#">cancel request</a>

[← Go to home page](#)

14. When you finish all of process, a notification e-mail 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 request to add a course is waiting for your approval”

15. 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.