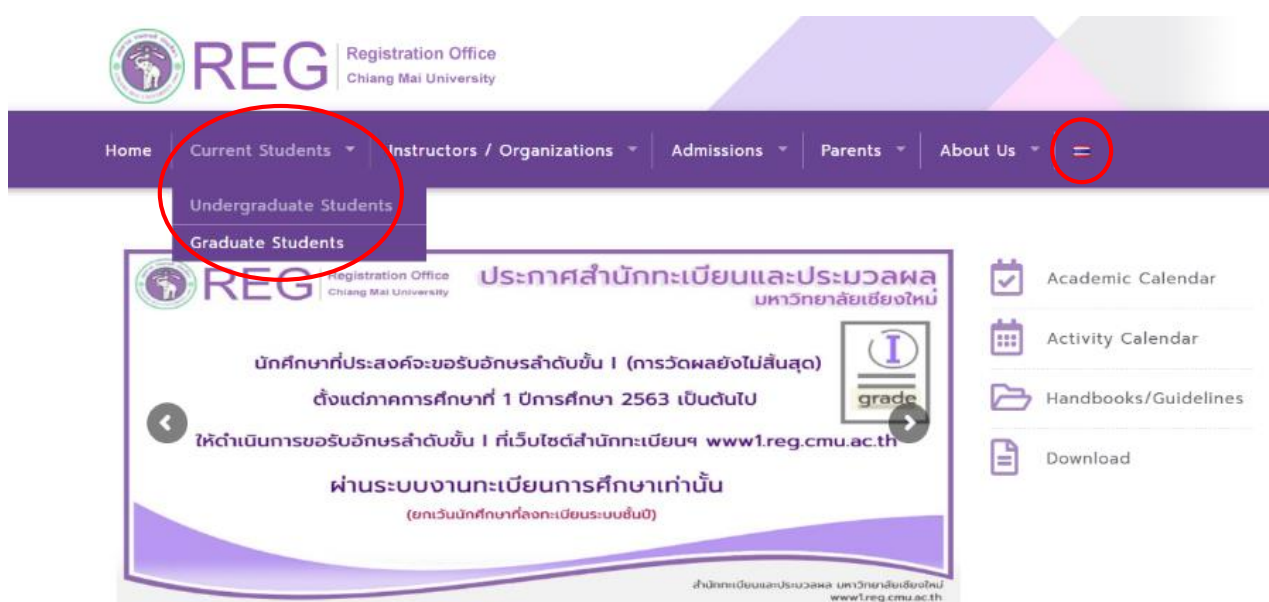


STUDENT'S GUIDELINE FOR COURSE ADDITION BY RESPONSIBLE DEPARTMENT

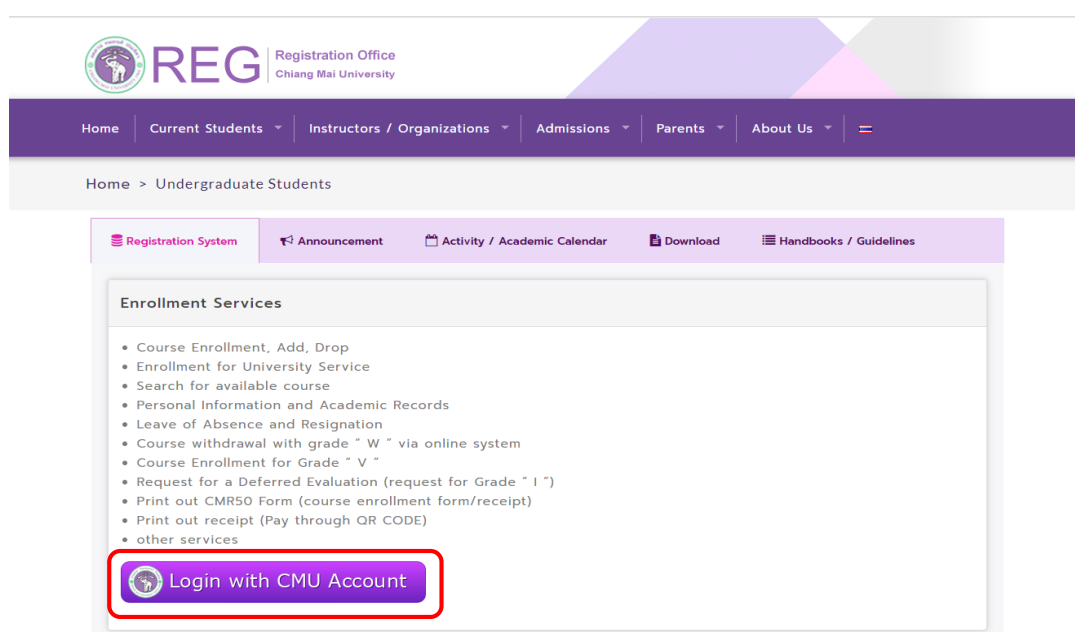
In case of “Indicate section number”

HOW TO LOG IN

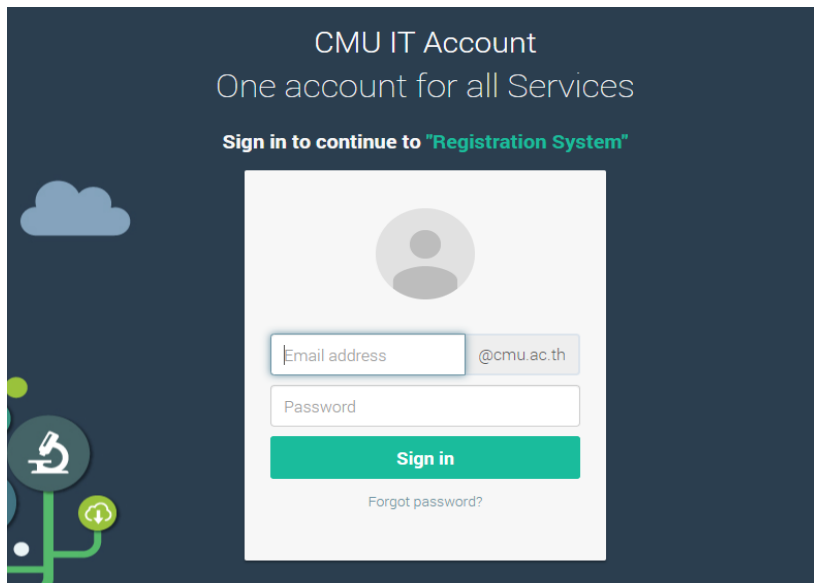
1. Students can access the system from the registration office website at <http://www.reg.cmu.ac.th> For change the language, click the flag on top of the page. Then, click on “**Current Student**” and Choose level of students or access directly at <https://www1.reg.cmu.ac.th/webreg/en/undergraduate-students/>



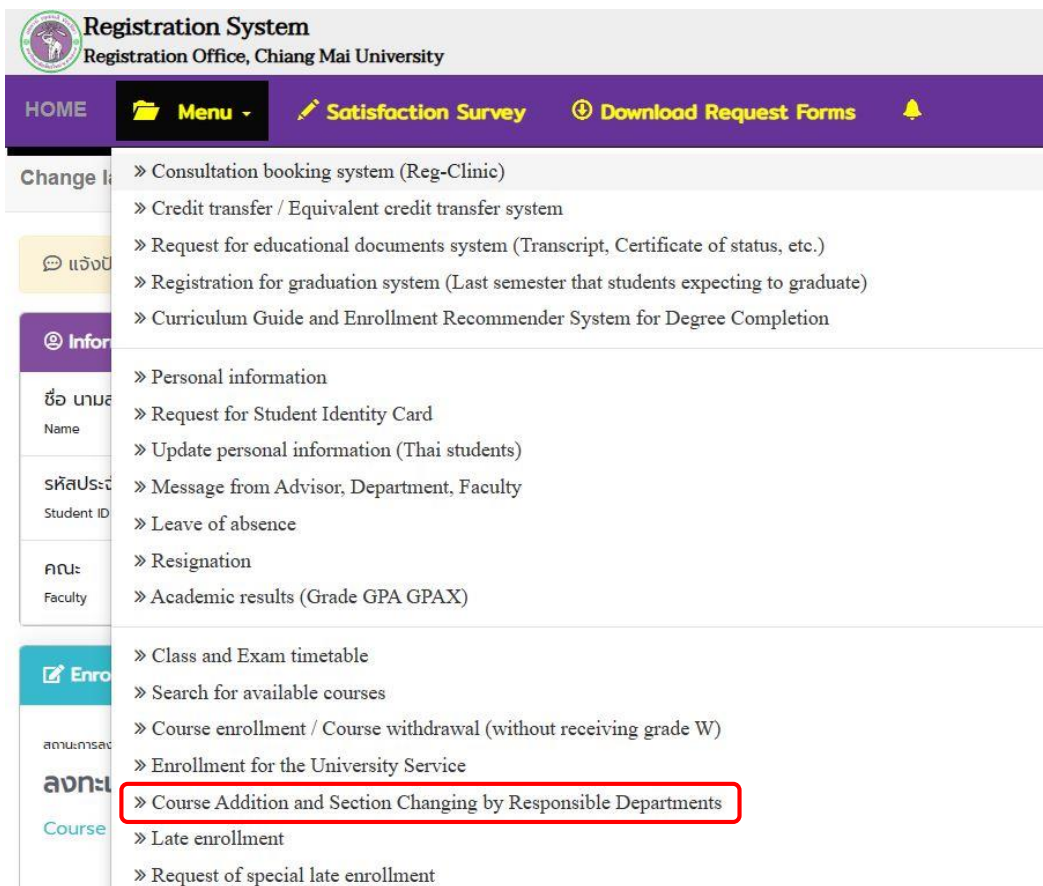
2. Click “Login with CMU Account”



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

The image shows the login page for the CMU IT Account. The background is dark blue with a cloud icon and a magnifying glass icon. The text "CMU IT Account" and "One account for all Services" is at the top. Below that, it says "Sign in to continue to 'Registration System'". There is a white box with a user icon, an "Email address" field with "@cmu.ac.th" as a placeholder, a "Password" field, and a green "Sign in" button. A link for "Forgot password?" is at the bottom.

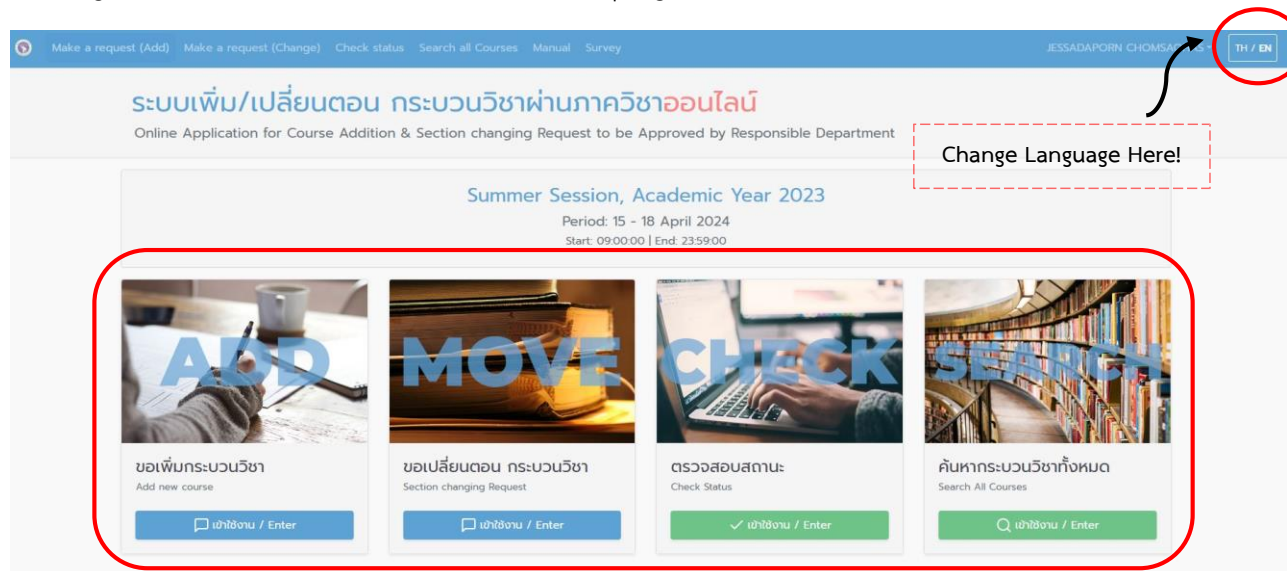
4. After logging in successfully, click on “Menu” then select “Course Addition and Section Changing by Responsible Departments”

The image shows the "Registration System" menu. The header includes the CMU logo, "Registration System", and "Registration Office, Chiang Mai University". The main menu has "HOME", "Menu", "Satisfaction Survey", and "Download Request Forms". The "Menu" dropdown is open, showing a list of options. The option "Course Addition and Section Changing by Responsible Departments" is highlighted with a red box. Other options include "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)", "Curriculum Guide and Enrollment Recommender System for Degree Completion", "Personal information", "Request for Student Identity Card", "Update personal information (Thai students)", "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", "Late enrollment", and "Request of special late enrollment".

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.

The screenshot shows the 'Make a request' form for adding a new course. The form is titled 'Please fill out course information'. It contains several fields: 'Course number' (with a red box around it and a '2' next to it), 'Section Search' (a dropdown menu), 'Section (lec-lab)' (two input fields for 'lec' and 'lab'), and 'Reason for Course Addition & Section changing Request' (a text area). A 'Send' button is at the bottom. On the right side, there is an 'Instruction' box with a red circle around the '1' icon. The instructions are:

- 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".

7. Select “Indicate section number without search”

Make a request

Please fill out course information

Course number
001202

Section Search

Indicate section number without search

--- 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

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. Fill in the section number on field “Section (lec-lab)”

Make a request

Please fill out course information

Course number
001202

Section Search

Indicate section number without search

Section (lec-lab)

lec ... lab ...

Reason for Course Addition & Section changing Request

Please type Reason...

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".

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

Make a request

Please fill out course information

Course number

001202

Section Search

Indicate section number without search

Section (lec-lab)

lec ...

lab ...

Reason for Course Addition & Section changing Request

Please type Reason...

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".

10. Click "Send"

Make a request

Please fill out course information

Course number

001202

Section Search

Indicate section number without search

Section (lec-lab)

lec ...

lab ...

Reason for Course Addition & Section changing Request

Please type Reason...

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".

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

Request Checking

Please check your request summary

Student ID : _____ requests for addition of **001202**
in Summer Session, Academic Year 2023

Lecture section : 1 section

Course title	required section	Credit (lec-lab)	Dates	Times	Room (Location)	Instructor
ENGL IN PROF CONTEXTS	001 000	3 0	M-F	0800 - 0930	RB5309	Instructors

Reason for Course Addition & Section changing Request

test

Confirm Request Back to previous page

12. Click "Confirm"

Request Checking

Please check your request summary

JESSADAPORN C _____ Student _____ addition of **001202**
_____, Academic Year 2023

Lecture section : 1 section

Course title	Room (Location)	Instructor
ENGL IN PROF CONTEXTS	RB5309	Instructors

Reason for Course Addition & S _____

test

Confirm request ?

Once the request is confirmed, your submission cannot be changed. Decision of department is final

Confirm Check again

Confirm Request Back to previous page

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

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

Course Addition & Section changing Request status
Summer Session, Academic Year 2023

+ Course addition

✓ Added ! Added : 0 course(s)

Course no.	Course title	Section (lec-lab)	Credit (lec-lab)	Dates	Times	Room (Location)	Instructor	Type	Confirm Date
No added course									

🕒 Waiting Waiting : 1 course(s)

Course no.	Section(s) selected	Date request sent	Detail
001101	3 sec	17 Apr 2024 (09:56:48)	see detail

[← Go to home page](#)

14. 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”

15. When the responsible department makes an approval, an e-mail notification will be sent to the students and their advisors 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.

16. 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.