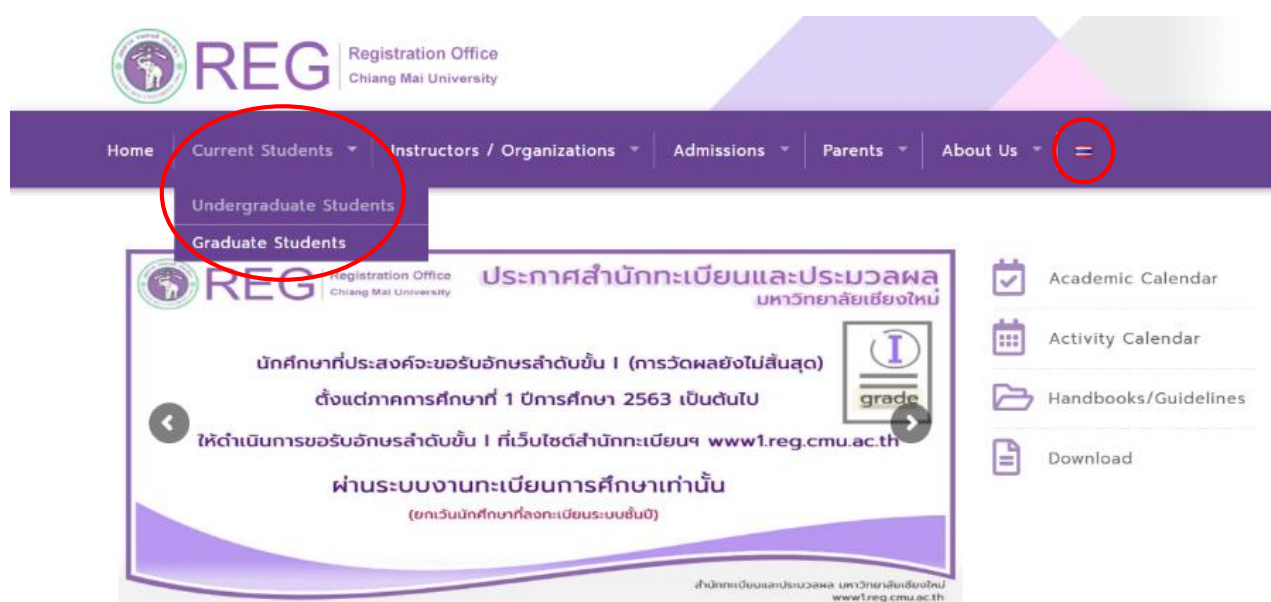


STUDENT'S GUIDELINE FOR COURSE ADDITION BY RESPONSIBLE DEPARTMENT

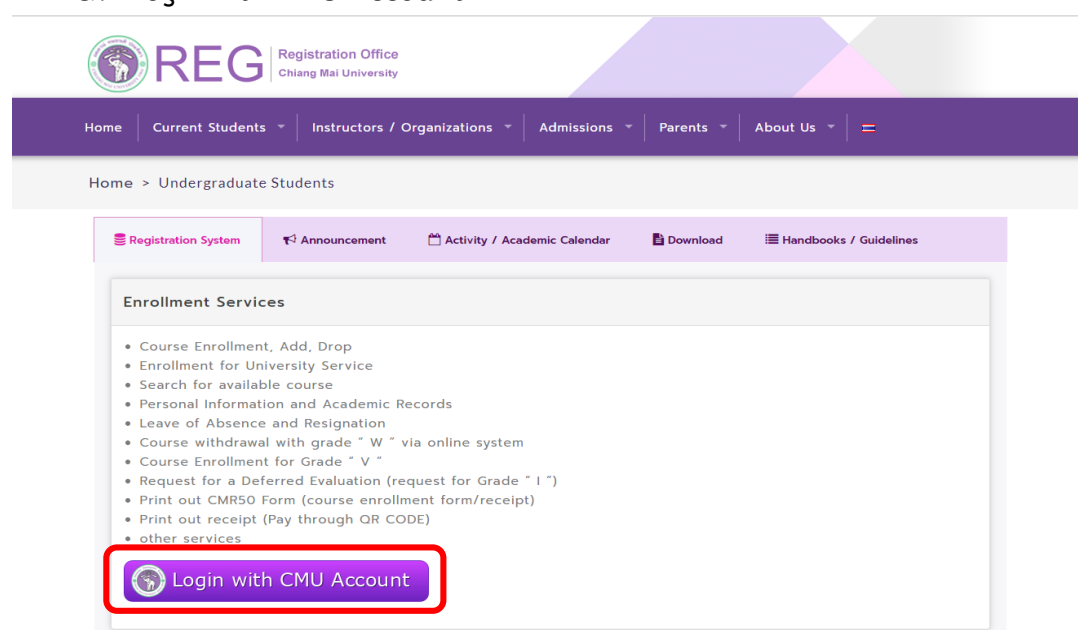
In case of “Search for available section by instructor’s name”

HOW TO LOG IN

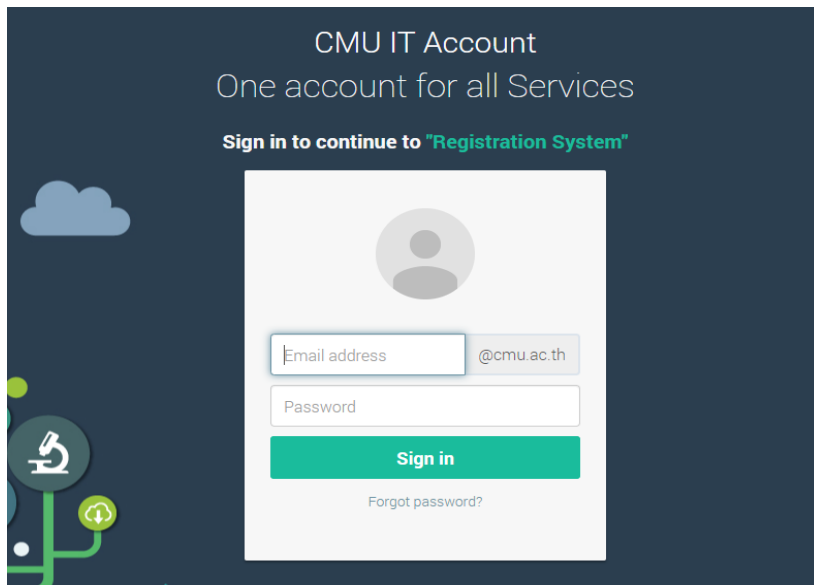
1. Students can access the system from the registration office website at <http://www.reg.cmu.ac.th> For change the language, click the flag on top of the page. Then, click on “**Current Student**” and Choose level of students or access directly at <https://www1.reg.cmu.ac.th/webreg/en/undergraduate-students/>



2. Click “Login with CMU Account”



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



CMU IT Account
One account for all Services

Sign in to continue to "Registration System"

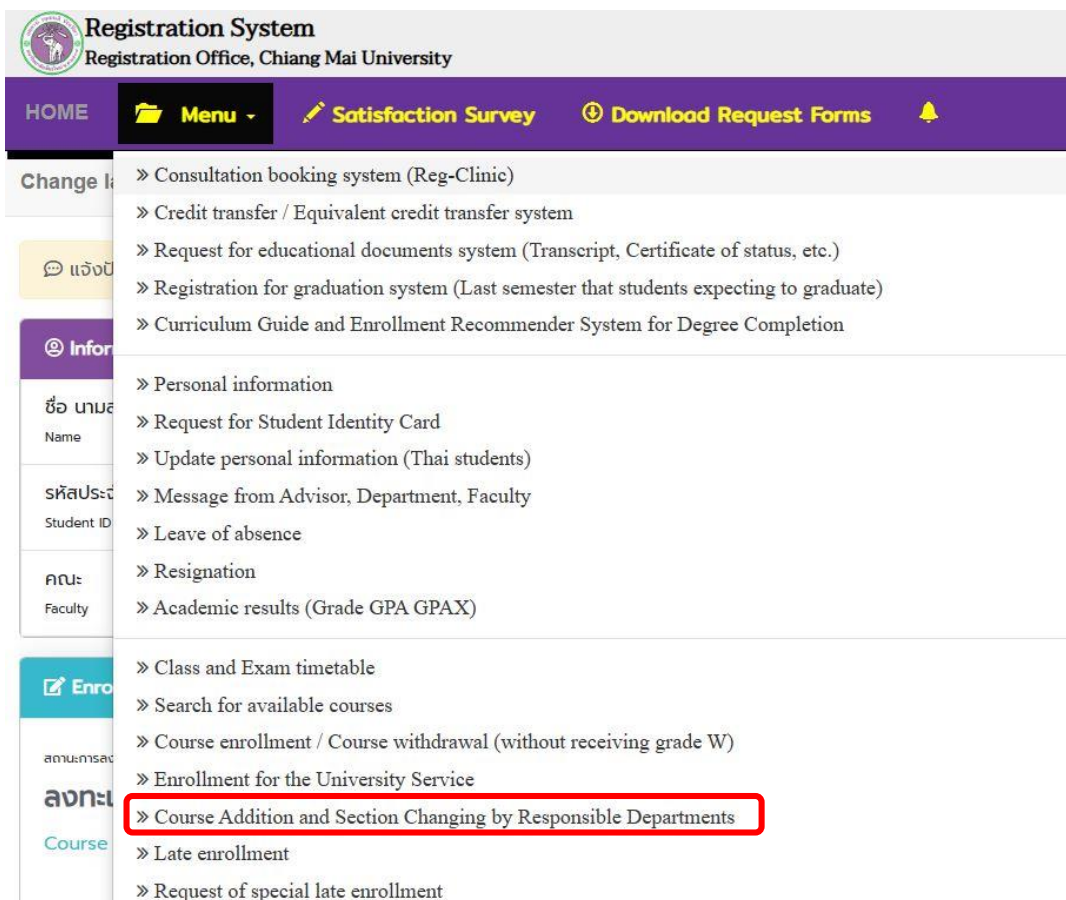
Email address @cmu.ac.th

Password

Sign in

[Forgot password?](#)

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



Registration System
Registration Office, Chiang Mai University

HOME **Menu** Satisfaction Survey Download Request Forms

- » 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

Information

- » 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)

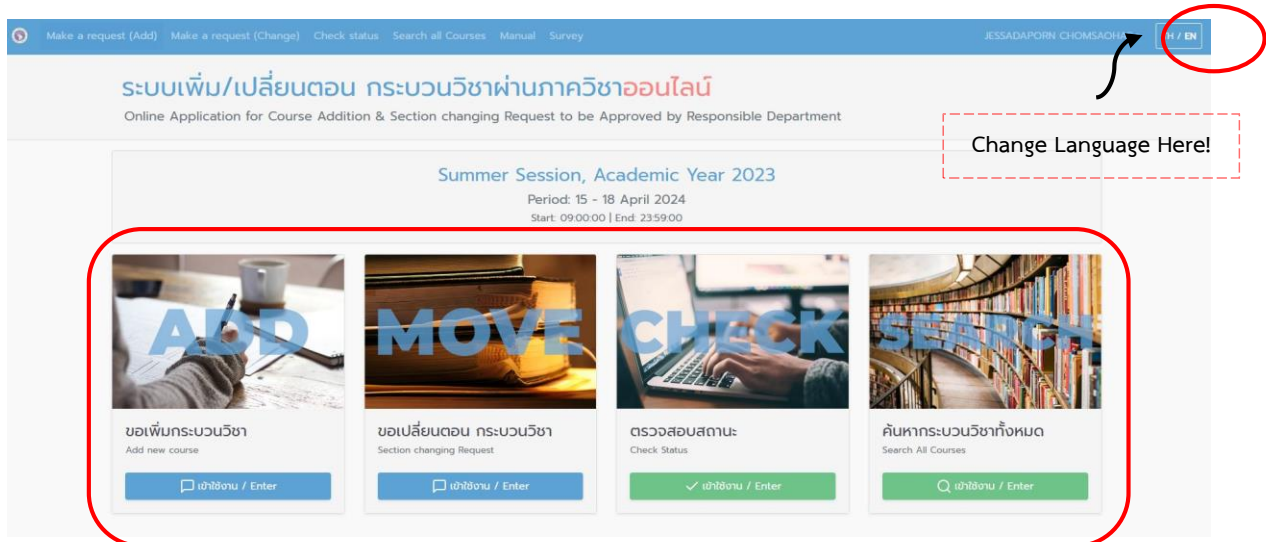
Enrollment

- » Class and Exam timetable
- » Search for available courses
- » Course enrollment / Course withdrawal (without receiving grade W)
- » Enrollment for the University Service
- » Course Addition and Section Changing by Responsible Departments**
- » Late enrollment
- » 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. The main heading is "Please fill out course information". The form fields are: "Course number" (with a red border and a "2" icon next to it), "Section Search" (a dropdown menu with "Indicate section number without search" selected), "Section (lec-lab)" (with "lec ..." and "lab ..." input fields), and "Reason for Course Addition & Section changing Request" (a text area with "Please type Reason..."). A blue "Send" button is at the bottom. On the right, a red box highlights the "Instruction" section, which contains a "1" icon and a list of instructions: "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 “Search for available section by Instructor’s name”

Make a request

Please fill out course information

Course number
001202

Section Search
Search for all available sections
--- 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

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 name of instructor on field “Instructor’s Name”

Make a request

Please fill out course information

Course number
001202

Section Search
Search for available section by Instructor's name

Instructor's Name
Please type (part of) Instructor's name...

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
Search for available section by Instructor's name

Instructor's Name
Please type (part of) Instructor's name...

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
Search for available section by Instructor's name

Instructor's Name
Please type (part of) Instructor's name...

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. The section which matches with instructor's name 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.

ระบบเพิ่ม/เปลี่ยนสอน กระบวนวิชาผ่านภาควิชาออนไลน์ Online Application for Course Addition & Section changing Request to be Approved by Responsible Department

Result: 001202 - found 3 section

Please select section(s) in Course 001202
a maximum of 5 options for Department's approval

✓ Send request 2 section

Request	Course title	Section (lecture)	Section (lab)	Credit (lecture)	Credit (lab)	Dates	Times	Room (Location)	Instructor
✓ Selected	ENGL IN PROF CONTEXTS	002	000	3	0	M-F	0930 - 1100	RB5308	Instructors
✓ Selected	ENGL IN PROF CONTEXTS	003	000	3	0	M-F	0930 - 1100	RB5309	Instructors
Select	ENGL IN PROF CONTEXTS	006	000	3	0	M-F	0930 - 1100	RB5310	Instructors

Showing 1 to 3 of 3 entries

prev 1 next

✓ Send request 2 section Reset Back to previous page

12. Click on button “Send request section”

ระบบเพิ่ม/เปลี่ยนสอน กระบวนวิชาผ่านภาควิชาออนไลน์ Online Application for Course Addition & Section changing Request to be Approved by Responsible Department

Result: 001202 - found 3 section

Please select section(s) in Course 001202
a maximum of 5 options for Department's approval

✓ Send request 2 section

Request	Course title	Section (lecture)	Section (lab)	Credit (lecture)	Credit (lab)	Dates	Times	Room (Location)	Instructor
✓ Selected	ENGL IN PROF CONTEXTS	002	000	3	0	M-F	0930 - 1100	RB5308	Instructors
✓ Selected	ENGL IN PROF CONTEXTS	003	000	3	0	M-F	0930 - 1100	RB5309	Instructors
Select	ENGL IN PROF CONTEXTS	006	000	3	0	M-F	0930 - 1100	RB5310	Instructors

Showing 1 to 3 of 3 entries

prev 1 next

✓ Send request 2 section Reset Back to previous page

13. Click “Confirm”

Result 001202 : found 3 section

Please select section(s) in Course 001202
a maximum of 5 options for Department's approval

✓ Send request 2 section

?

Confirm your selection?

Course 001202, 2 selected

Confirm Check again

	Section (lecture)	Dates	Times
CONTEXTS	002	M-F	0930 - 1100
CONTEXTS	003	M-F	0930 - 1100
CONTEXTS	006	M-F	0930 - 1100

Reset

14. 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 : 2 section

Course title	required section	Credit (lec-lab)	Dates	Times	Room (Location)	Instructor
ENGL IN PROF CONTEXTS	002 000	3 0	M-F	0930 - 1100	RB5308	Instructors
ENGL IN PROF CONTEXTS	003 000	3 0	M-F	0930 - 1100	RB5309	Instructors

Reason for Course Addition & Section changing Request

test

Confirm Request Back to previous page

15. Click “Confirm”

Request Checking

Please check your request summary

JESSADAPORN C Student Addition of 001202, Academic Year 2023

Lecture section : 2 section

Course title
ENGL IN PROF CONTEXTS
ENGL IN PROF CONTEXTS

Reason for Course Addition & S

test

Room (Location) Instructor

RB5308	Instructors
RB5309	Instructors

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

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

- 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

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.