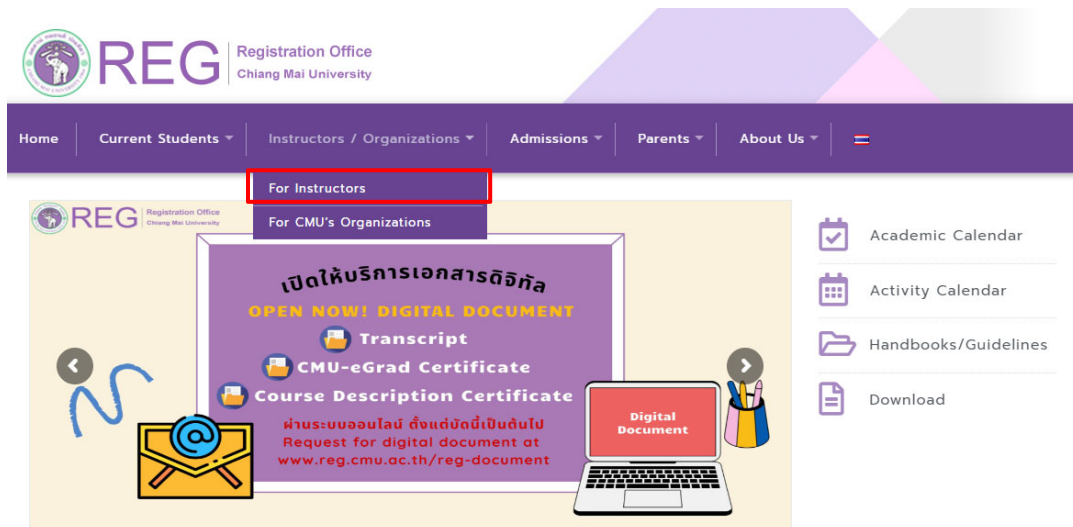


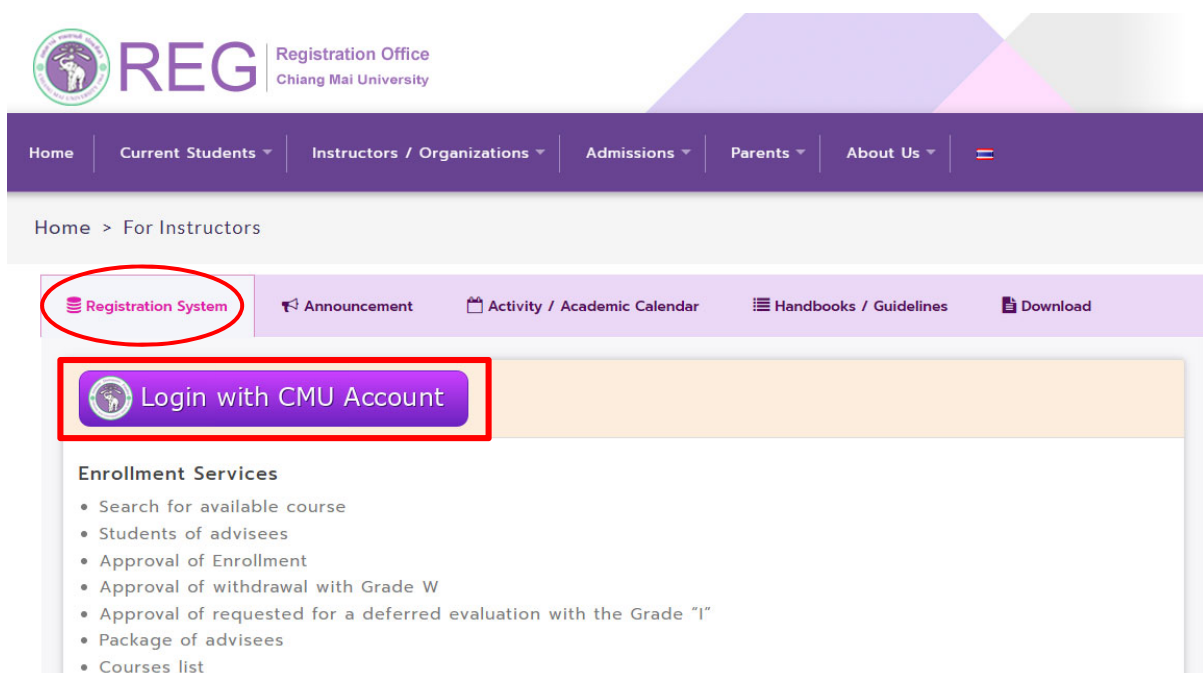
Deferred Evaluation with the Grade "I" Handbook for Course Instructor/Manager and Advisor

For Course instructor/manager

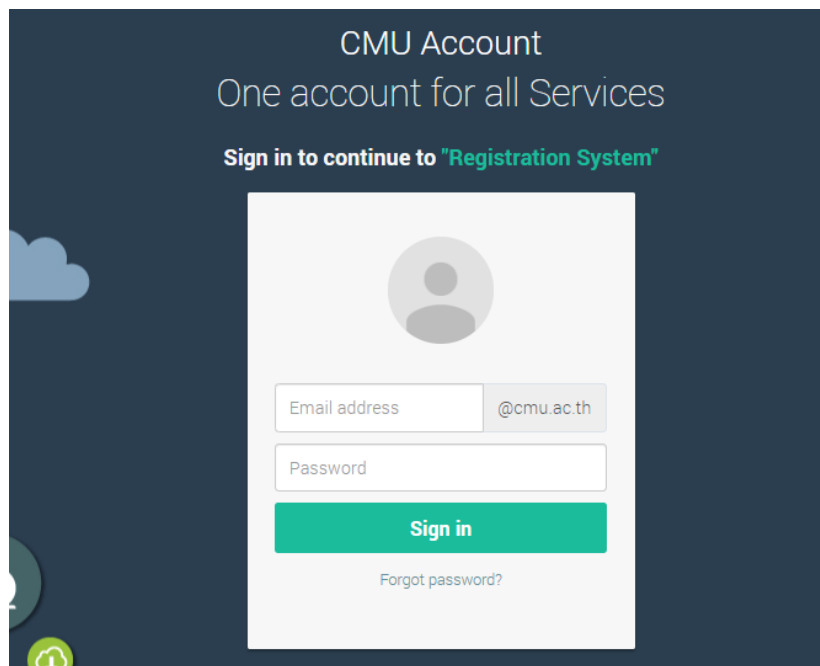
1. Direct your browser to <https://www.reg.cmu.ac.th>
Select menu “For Instructor”.



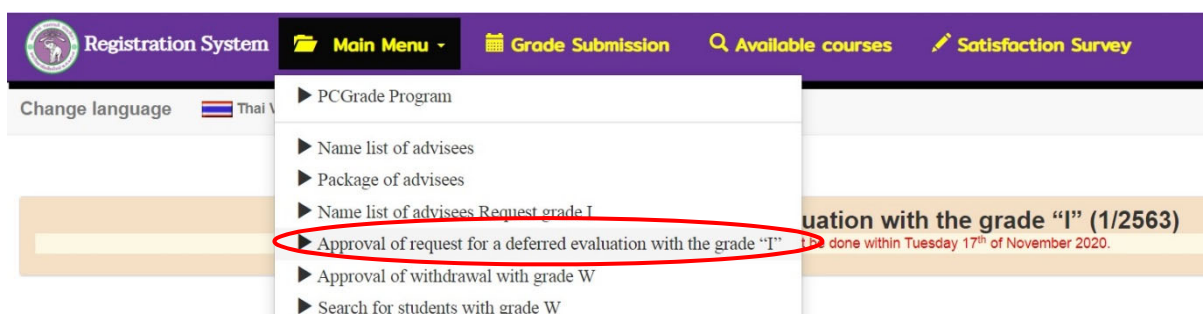
2. Click “Login with CMU Account”.



3. Enter username and password (CMU Account) to login.



4. Click on the “Main Menu” tab and select “Approval of request for a deferred evaluation with the grade ‘I’” menu.



5. All the courses under your responsibility will be displayed. After Selecting a course that students have requested to defer its evaluation (On the left side of the screen), Students name list will be shown on the right side of the screen. Course instructor/ manager can “Accept” or “Reject” for each request.

Student's request for a deferred evaluation with the grade "I" (1/2563)
Decision for a deferred evaluation with the grade "I" must be done within Tuesday 17th of November 2020.

Course :
 Choose a course to review the requests.

NO.	COURSE NO	SECTION		Request I	
		LEC	LAB	Request	Accepted
1	050103	001	000	1	0
2	050103	002	000	0	0
3	004101	001	000	0	0

Students request grade I for course: 050103(001/000)
 Please give decision as "Accept", "Reject" for each individual request.

No.	Student	Reason	Status	Decision given
1	61 [redacted]	admin test request I Attached file	Awaiting instructor response.	<input type="radio"/> Accept <input checked="" type="radio"/> Confirm <input type="radio"/> Reject

Remarks :

- Please give a decision ASAP within November 17th, 2020.
- Students may cancel the approvals until the last day of final exam week. In such case, notification email will be sent out to inform course instructor and academic advisor.
- For approval case, the grade "I" will appear on the online grading system automatically.

6. After selecting “Accept” or “Reject”, the confirmation message will display on your screen. Select “Confirm” or “Cancel”.

Confirmation

“Accept” means the request will be sent to the dean for further consideration.

“Reject” means the request is rejected and the grade "I" will NOT be granted for that course.

7. The system will show the status of course instructor's/manager's decision.

Students request grade I for course: 050103(001/000)

Please give decision as "Accept", "Reject" for each individual request.

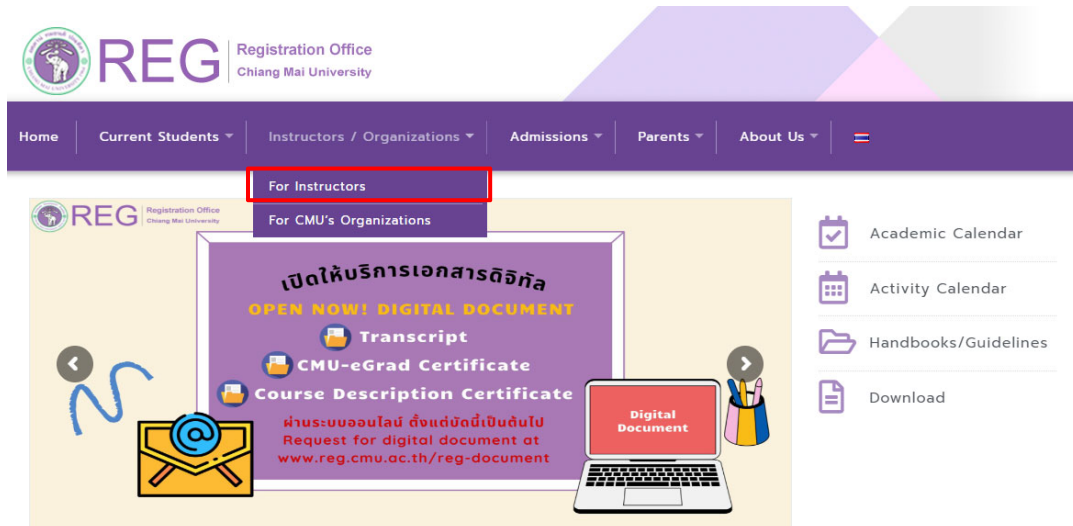
No.	Student	Reason	Status	Decision given
1	61 [REDACTED] [REDACTED]	admin test request I Attached file	<input type="checkbox"/> Accepted Awaiting the dean's response.	

8. The process to review a student's request for deferred evaluation with grade "I" is completed.

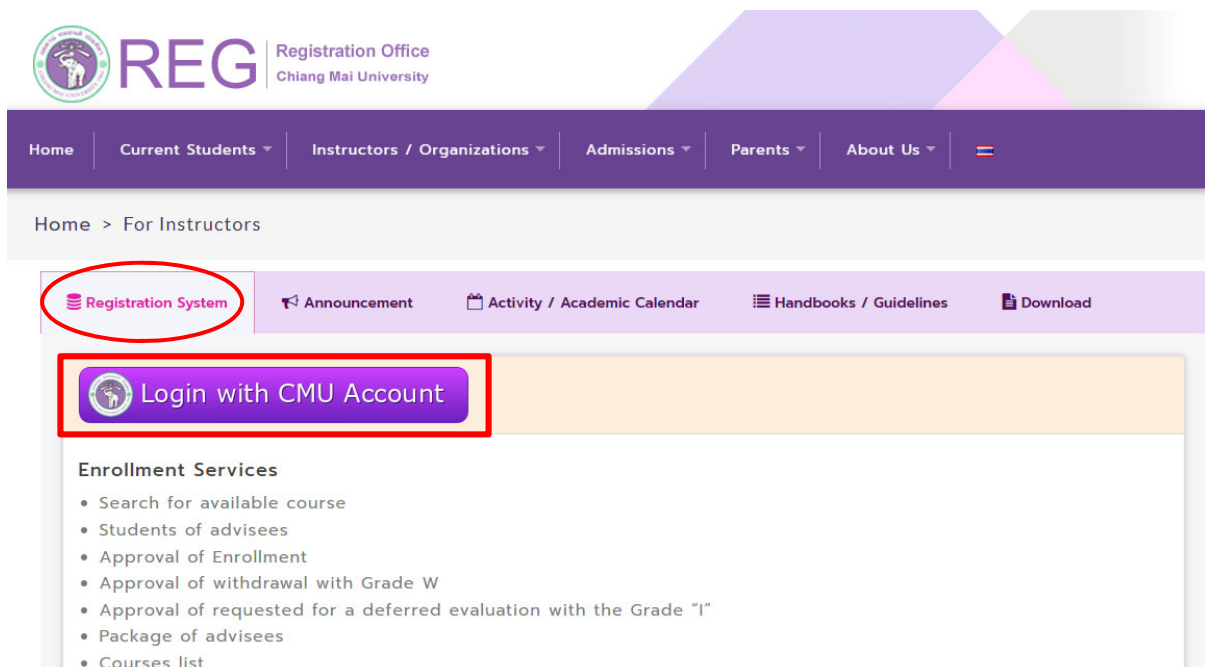
For Advisor (To check advisee's request for a deferred evaluation with the grade "I")

1. Direct your browser to <https://www.reg.cmu.ac.th>

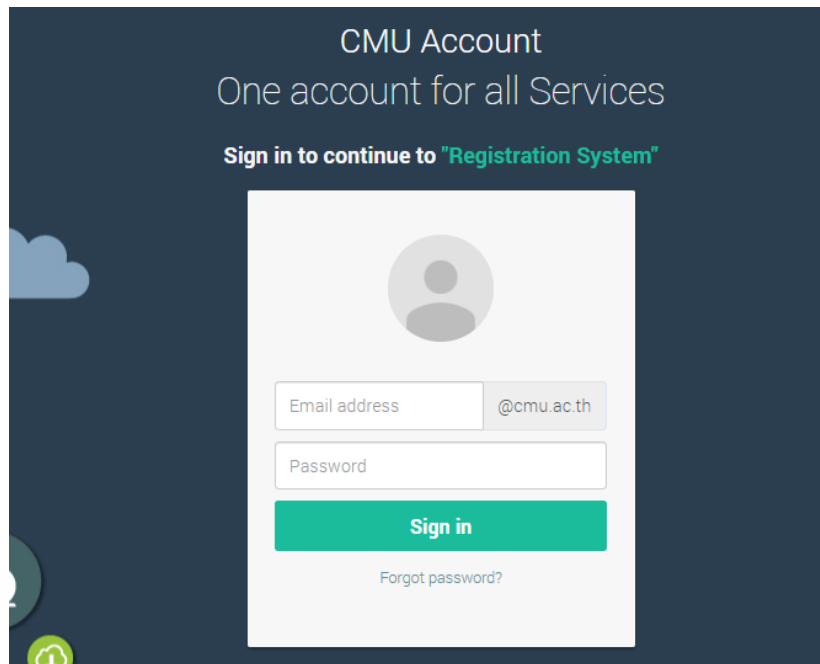
Select menu "For Instructor".



2. Click "Login with CMU Account".

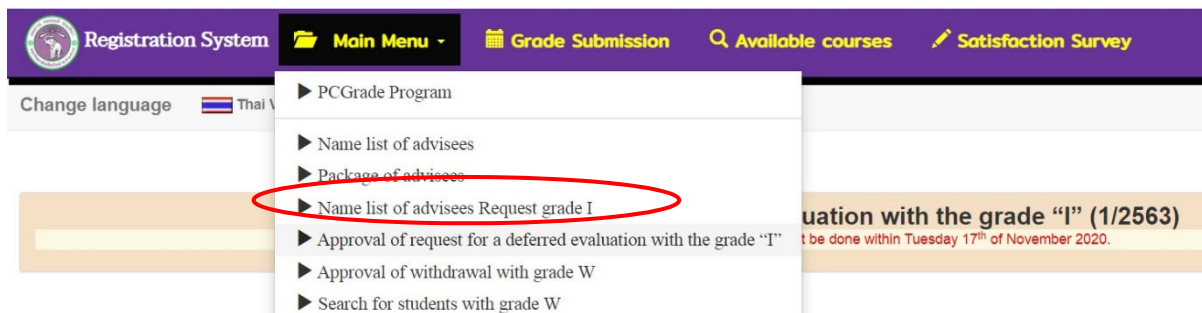


3. Enter username and password (CMU Account) to login.



The image shows a login page for the CMU Account. The header reads "CMU Account" and "One account for all Services". Below this, it says "Sign in to continue to 'Registration System'". The login form consists of a profile icon placeholder, an "Email address" field with a "@cmu.ac.th" suffix, a "Password" field, a green "Sign in" button, and a "Forgot password?" link.

4. Click on the "Menu" tab and choose "Name list of advisees Request grade I" menu.



The image shows the navigation menu of the Registration System. The menu items are: "Main Menu", "Grade Submission", "Available courses", and "Satisfaction Survey". A dropdown menu is open under "Main Menu", listing several options. The option "Name list of advisees Request grade I" is circled in red. Other options include "PCGrade Program", "Name list of advisees", "Package of advisees", "Approval of request for a deferred evaluation with the grade 'I'", "Approval of withdrawal with grade W", and "Search for students with grade W".

