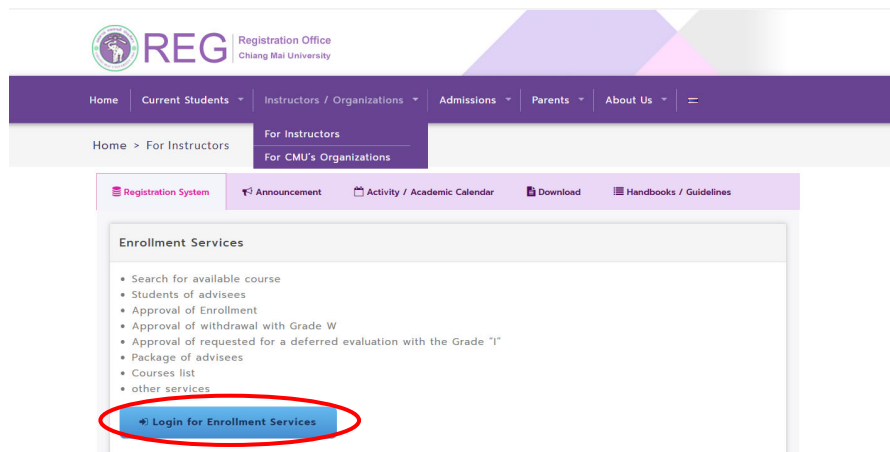


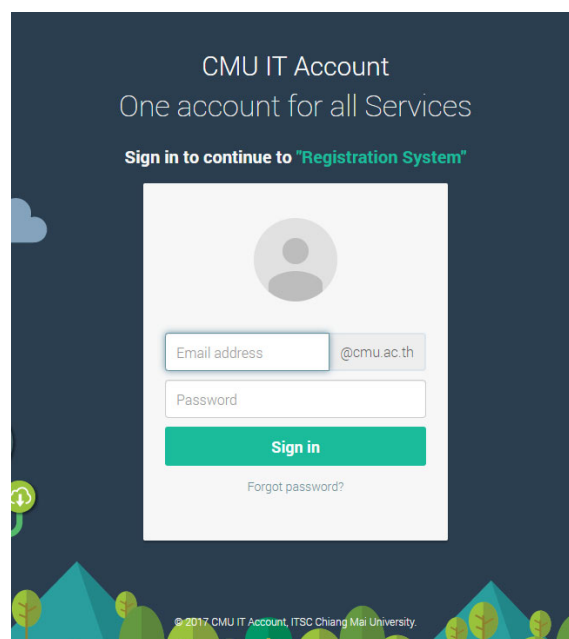
Deferred Evaluation with the Grade "I" Handbook for Course Instructor/Manager and Advisor

For Course instructor/manager

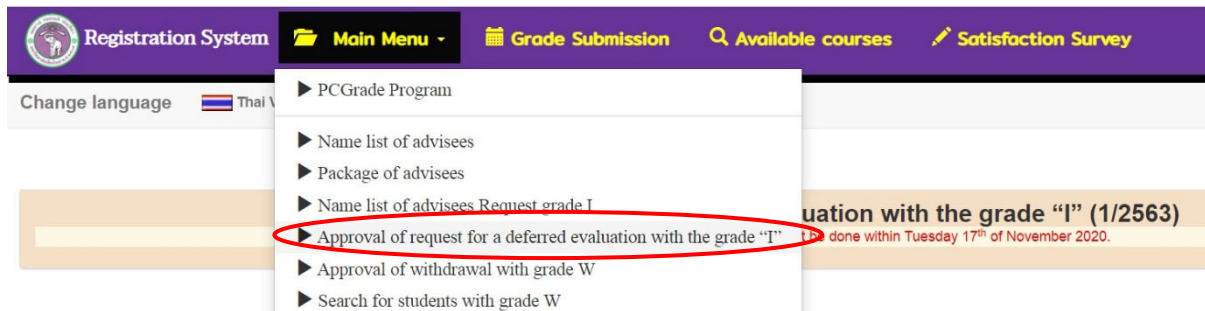
1. Direct your browser to <https://www1.reg.cmu.ac.th>
select “For Instructor” menu, then click on the “Login for Enrollment Services”.



2. Enter username and password (CMU IT Account) to login.



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



- 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

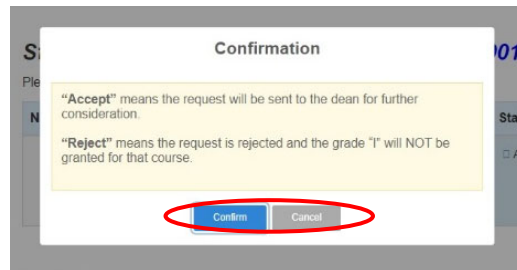
Students request grade I for course: 050103(001/000)
 Please give decision as “Accept”, “Reject” for each individual request.

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

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



- The system will show the status of course instructor’s/manager’s decision.

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

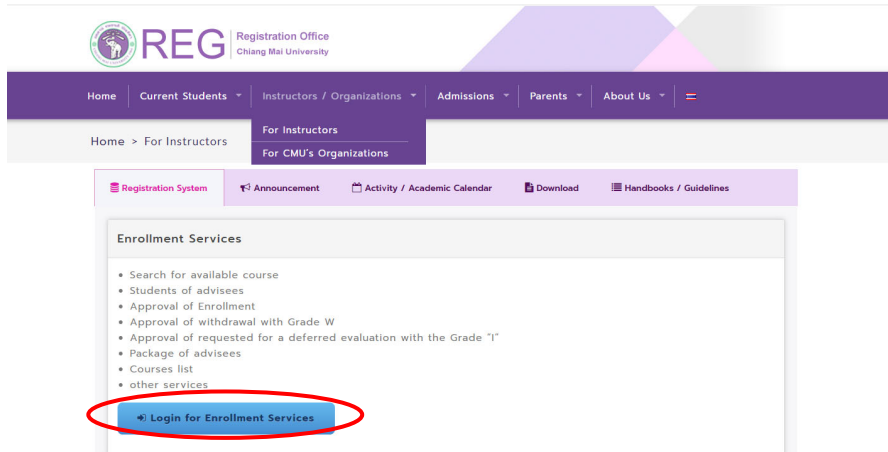
Please give decision as “Accept” , “Reject” for each individual request.

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

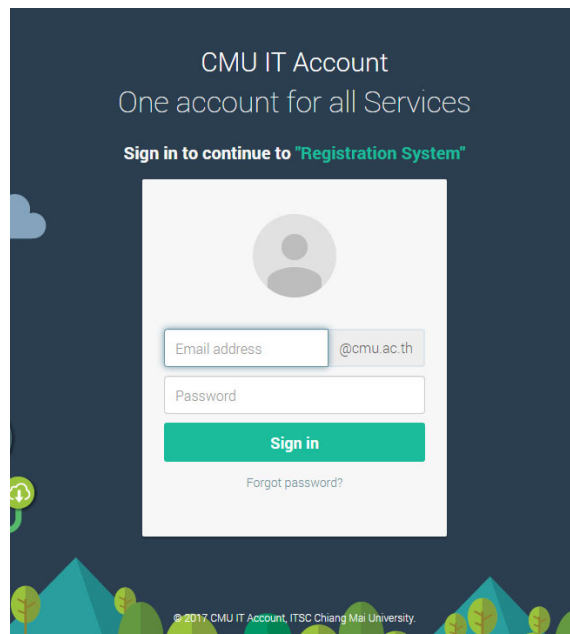
- The process to review a student’s request for deferred evaluation with grade “I” is completed.

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

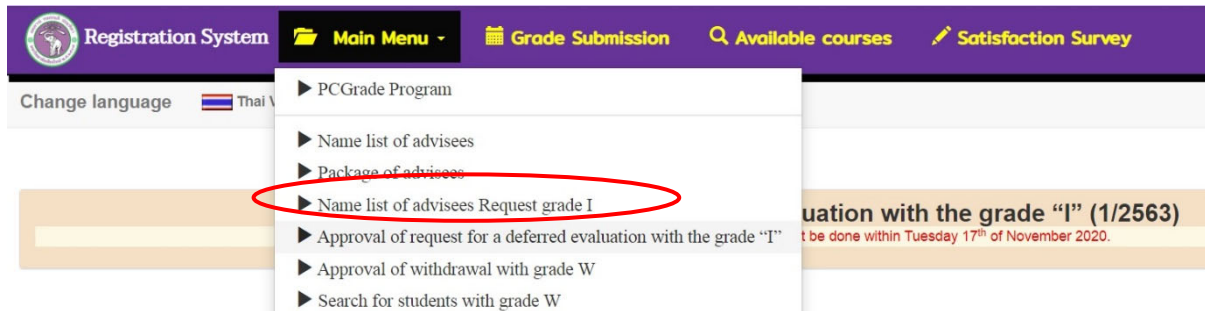
1. Direct your browser to <https://www1.reg.cmu.ac.th>
select **"For Instructor"** menu, then click on the **"Login for Enrollment Services"**.



2. Enter username and password (CMU IT Account) to login.



3. Click on the “Menu” tab and choose “Name list of advisees Request grade I” menu.



4. List of advisee’s request for a deferred evaluation and its status will be shown.

List of advisee's names who have requested 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.

Student : [REDACTED]

No.	Course no	Title	Lec/Lab	Reason	Instructor/Manager	STATUS
1	050103	THAI SOCIETY AND CULTURE	001 / 000	admin test request I Attached file	[REDACTED]	Rejected
2	057293	AEROBIC EXERCISE	001 / 000	admin test request I Attached file	[REDACTED]	Awaiting instructor's response.
3	321371	HUMAN PHYSIOLOGY	001 / 000	admin test request I Attached file	[REDACTED]	Accepted Awaiting the dean's response.