

**Announcement of the Registration Office**  
**Subject: Course/University Services Enrollment**  
**For Undergraduate students**  
**Second Semester of the Academic Year 2018**

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According to the procedures set by Chiang Mai University for students to enroll in courses and the university services via the Internet at [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th) by using username and password of university email (IT ACCOUNT@cmu.ac.th) and pay the tuition fees respectively as announced in the Academic Calendar for the Academic Year 2018, the Registration Office hereby announces the procedures and schedule for enrollment for the Second Semester of the Academic Year 2018 to undergraduate students as follows:

### **1. Pre-enrollment**

Courses are open to enroll via the Internet from **November 12–18, 2018**. Students are encouraged to follow these suggestions.

#### **1.1 Students of all faculties (except student with code 61... in Health Science Program and Science and Technology Program, please refer to item no. 1.2)**

1.1.1 Study courses you wish to enroll in based on the acquired grades, and degree program. Check class schedules, examination schedules, class sections, and procedures for course enrollment and course adding/withdrawal via the Internet

1.1.2 Meet your academic advisor to receive advice and approval for the enrollment.

1.1.3 Use the IT account password to enroll in and add/withdraw courses via the Internet.

#### **1.2 Student with code 61... in Health Science Program and Science and Technology Program Health Sciences Program includes**

Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmacy, Faculty of Medical Technology, Faculty of Nursing, and Faculty of Veterinary Medicine.

#### **Science and Technology Program includes**

Faculty of Science, Faculty of Engineering, Faculty of Agriculture, Faculty of Agro-Industry, Faculty of Architecture, and College of Arts, Media and Technology (only Animation and Software program).

Students of the abovementioned faculties please follow these suggestions.

1.2.1 Meet your academic advisor to receive CMR 32 form (Program Package Registration Form).

1.2.2 Undergraduate students who wish to enroll in other courses not listed in CMR 32 form can do so by adding the courses via the Internet.

### **2. Enrollment for the University Services**

2.1. Meet your advisor for advice and approval.

- 2.2. Enroll for the University services via the Internet **during December 27-28, 2018 and January 2-6, 2019.**
- 2.3. After you have completed all of the enrollment procedures, you have to print out CMR 50 form (Course Enrollment Form/Receipt) to make payment **during January 14-18, 2019.**

### 3. Announcement of the Enrollment Results via the Internet

- 3.1. **November 27, 2018** Pre-enrollment announcement
- 3.2. **December 26, 2018** Non-prerequisite enrollment announcement

Undergraduate students can check the results and proceed to withdraw from courses where they fail to meet the prerequisites as announced on the Internet.

- 3.3. Students can check course enrollment via the Internet and proceed to withdraw from courses they do not want to enroll in by **15.00 hrs., January 11, 2019.**
- 3.4. **January 13, 2019** Final announcement of course enrollment

Students can check the results and print out CMR 50 form (Course Enrollment Form/Receipt) via the Internet **during January 14-18, 2019** in order to make payment for the tuition fees.

### 4. Course Addition - Withdrawal, Section Change, and Course Enrollment via the Internet

#### 4.1. Course Additions and Section Change

This can be done **during December 27-28, 2018 and January 2-6, 2019.** For course additions where student's name is put on a waiting list but the student now no longer wants to add the course, the student must check the enrollment results and cancel the course immediately. Students who miss the deadline should contact at the Registration Counter Service and submit CMR 44 form (Request Form for Late Class Adding) or section change request form **during January 14-25, 2019.**

#### 4.2. Course Withdrawal

- a. Course withdrawal without receiving grade W via the Internet is set for **December 27-28, 2018 and January 2-11, 2019.**
- b. Course withdrawal with grade W via the Internet and give CMR 45 (Course Withdrawal Form) to the Registration Counter Service is set for **January 14-March 29, 2019.**

#### 4.3. Late-enrollment

Students who have not completed the pre-enrollment can enroll in courses via the Internet **during December 27-28, 2018 and January 2-6, 2019.** Failure to do so or being unable to enroll in a course, students can arrange for late-enrollment at the Registration Counter Service by submitting CMR 42 form (Course Registration Request Form) **during January 14-25, 2019.**

#### 4.4. Late-enrollment for the University Services

Students who wish to use the university services but have not enrolled for the university services via the Internet during December 27-28, 2018 and January 2-6, 2019 can contact Registration Counter Service at the Registration Office for late enrollment by submitting General Request Form with the approval of the student's advisor **during January 14-25, 2019**.

#### 5. Printing CMR 50 Form (Course Enrollment Form/Receipt)

Students can print out CMR 50 form at [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th) from January 14, 2019 onward.

#### 6. Payment of Tuition Fees

Students can print out CMR 50 and make payment for the indicated amount via following options.

##### 6.1. Pay by cash during January 14-18, 2019.

Students can make payment at the counter of Bangkok Bank, Krung Thai Bank, Kasikorn Bank, Siam Commercial Bank or the Government Savings Bank, at all branches throughout Thailand with an additional service fee, or

##### 6.2. Pay through bank account transfer (Only students who have signed the consent to debit their bank account via SCB).

In this case, the student must have a deposit in bank account more than the amount to be paid and will be charged the service fee. The following procedures are required:

1. Confirm the payment through SCB Payment Gateway on the Registration Office's website at [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th) at the final results of the enrollment.
2. Press to confirm the automatic debit account and fill out the student code, enrollment code, and the confirmation code.
3. Check the bank account number and press to reconfirm the automatic debit account.
4. If everything is correct, the word "Success" will show up. If a failure occurs, the student has to pay by cash as in item 6.1. If the account is debited, another automatic account debit cannot be done, or

##### 6.3 Pay with credit card at Finance Division, Chiang Mai University Office (Extra fees may apply.).

##### 6.4 Pay via QR Code.

##### 6.5 Fine for late-enrollment will apply according to University Announcement.

#### 7. Cancellation and Invalidation of Course Enrollment

After the payment conclusions for the Second Semester of Academic Year 2018 **on January 25, 2019, at 16.30 hrs.**, all the data on course enrollment for which the student fails to pay the tuition fee will be **cancelled and become invalid**.

## 8. Checking the Final Course Enrollment Results

Students can check for accuracy of course enrollment on the Internet from **January 30, 2019** onward.

Announcement published for public acknowledgement.

On October 31 ,2018

Signed

Weenun Bundithya

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Director of the Registration Office