

**Announcement of the Registration Office**  
**Subject: Course/University Services Enrollment**  
**For Undergraduate students**  
**Second Semester of the Academic Year 2019**

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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 2019, the Registration Office hereby announces the procedures and schedule for enrollment for the Second Semester of the Academic Year 2019 to undergraduate students as follows:

**1. Pre-enrollment**

Courses are open to enroll via the Internet from **November 11–17, 2019**. Students are encouraged to follow these suggestions.

**1.1. Students of all faculties (except student with code 62... 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 of university email (IT ACCOUNT@cmu.ac.th) to enroll in and add/withdraw courses via the Internet.

**1.2. Students with code 62... please follow these suggestions.**

1.2.1. Check CMR 32 form (Program Package Registration Form) at [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th) and meet your academic advisor.

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 14 - 27, 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 6 – 10, 2020**.

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

#### 3.1. November 26, 2019 Pre-enrollment announcement

3.2. Students can check course enrollment via the Internet and proceed to withdraw from courses they do not want to enroll in **January 17, 2020 before 24.00 hrs.**

#### 3.3. January 5, 2020 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 6 – 10, 2020** in order to make payment for the tuition fees.

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

#### 4.1. Course Additions and Section Change via the Internet

This can be done **during December 14 - 22, 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 6 – 17, 2020.**

#### 4.2. Course Withdrawal

a. Course withdrawal without receiving grade W via the Internet is set for **December 14 - 27, 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 6 – March 13, 2020.**

#### 4.3. Late - enrollment

Students who have not completed the pre-enrollment can enroll in courses via the Internet **during December 14 - 22, 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 6 – 17, 2020.**

#### 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 14 - 27, 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 6 – 17, 2020.**

### 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 6, 2020** 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 6 – 10, 2020.

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:

6.2.1. 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.

6.2.2. Press to confirm the automatic debit account and fill out the student code, enrollment code, and the confirmation code.

6.2.3. Check the bank account number and press to reconfirm the automatic debit account.

6.2.4. If everything is correct, the word "Success" will show up. If a failure occurs, the student has to pay by cash as in item 6.2.1. 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 2019 **on January 17, 2020, 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 and University Services Enrollment Results

Students can check for accuracy of course enrollment on the Internet from **January 22, 2020** onward.

Announcement published for public acknowledgement.

On October 25, 2019

Signed

Weenun Bundithya

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Director of the Registration Office