

Announcement of the Registration Office
Subject: Course/University Services Enrollment
For Undergraduate and Certificate Program Students
Summer Session of the Academic Year 2019

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 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 Summer Session of the Academic Year 2019 to undergraduate students as follows:

1. Course Enrollment

- 1.1 Study courses you wish to enroll in based on the acquired grades, and degree program. Check class schedules, examination schedules, class sections, prerequisites and conditions, and procedures for course enrollment and course adding/withdrawal via the Internet
- 1.2 Meet your academic advisor to receive advice and approval for the enrollment.
- 1.3 Enroll in courses via the Internet during **April 20, 2020 at 9.00 hrs. – April 24, 2020 at 24.00 hrs.**

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 May 4, 2020 at 9.00 hrs. - May 15, 2020 at 24.00 hrs.**
- 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 May 18 - 22, 2020.**

3. Announcement of the Enrollment Results via the Internet

- 3.1 **April 26, 2020 Enrollment announcement**
Students can check course enrollment via the Internet and prepare to withdraw or add course(s).
- 3.2 **May 17, 2020 Final announcement of course enrollment and course addition/withdrawal**
After the summary of course addition and withdrawal without receiving grade W, students can check the enrollment results on **May 17, 2020.**

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

4.1 Course Addition and Section Change via the Internet

This can be completed **during May 4 - 10, 2020**. For course addition 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 addition immediately.

4.2 Course Withdrawal

a. Course withdrawal without receiving grade W via the Internet is set for **May 4 - 15, 2020 at 16.30 hrs.**

b. Course withdrawal with grade W via the Internet is set for **May 18 - 29, 2020**. Students must process course withdrawal via the Internet.

4.3 Late - enrollment

Students who have not completed the enrollment during April 20 - 24, 2020 or unable to enroll in a course can submit CMR 42 (Course Registration Request Form) for late-enrollment at Registration Counter Service, Registration Office **during May 18 - 29, 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 May 4 - 15, 2020 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 May 18 - 29, 2020**.

4.5 Late - course adding and section changing

Students who have not completed the course adding or section changing during May 4 - 10, 2020 can submit CMR 44 (Request Form for Late Class Adding) or Request Form for Late Section Change for submit at Registration Counter Service, Registration Office **during May 18 - 29, 2020**.

5. Printing and check the enrollment results in CMR 50 Form (Course Enrollment Form/Receipt)

Students can print out CMR 50 for Summer Session Academic Year 2019 form at www.reg.cmu.ac.th from **May 18, 2020 onward**. Verification of course enrollment summary should be done prior to making payment.

6. Payment for Tuition Fees

Students can print out CMR 50 (Course Enrollment Summary/Receipt) and make payment for the indicated amount via following options.

6.1 Pay by cash during May 18 - 22, 2020.

Students can make payment at the counter of Bangkok Bank, Krung Thai Bank, Kasikorn Bank, Siam Commercial Bank (SCB) 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 Siam Commercial Bank (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 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 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 summary for the Summer Session of Academic Year 2019 **on May 29, 2020, at 16.30 hrs.**, all the information 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 and enrollment for the University services on the Internet from **May 30, 2020 onward**.

Announcement published for public acknowledgement.

On April 2, 2020

Signed

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