



**Announcement of the Registration Office**  
**Subject: Course/University Services Enrollment**  
**for Undergraduate Students**  
**First Semester of the Academic Year 2020**

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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 2020, the Registration Office hereby announces the procedures and schedule for enrollment for the First Semester of the Academic Year 2020 to undergraduate students as follows:

**1. Pre-enrollment.**

**A. Student with code precedent to 63...**

1. Check degree programs, past grade, class times, examination times, sections, prerequisites of the courses that you wish to enroll in, and the procedures for course enrollment and course adding/withdrawal via the Internet.
2. Meet your academic advisor to receive advice and approval for the enrollment.
3. Enroll in courses via the Internet as scheduled, **from May 25, 2020 (09.00 hrs.) to May 31, 2020 (24.00 hrs.)**

**B. Student with code 63...**

1. Print out the CMR 32 form (Program Package Registration Form) through courses enrollment of undergraduate students. Meet your academic advisor to receive advice and approval for the enrollment.
2. Course, adding/withdrawal and section change can be done via the Internet **during July 2- 3, 2020** as explained in details in the Registration Handbook, at [www.reg.cmu.ac.th](http://www.reg.cmu.ac.th) .

## 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 July 4-17, 2020.**
- 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 July 20-24, 2020.**

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

- 3.1. **June 9, 2020** Pre-enrollment announcement
- 3.2. **July 3, 2020** 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 before **15.00 hrs., July 17, 2020.**
- 3.4. **July 19, 2020** Final announcement of course enrollment

Students can check the results and print out CMR 50 form (Course Enrollment Form/Receipt) via the Internet from July 20, 2020 onward 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 completed **during July 4- 12, 2020.** 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 July 20-31, 2020.**

### 4.2 Course Withdrawal

- a. Course withdrawal without receiving grade W via the online system is set for **July 4-17, 2020.**
- b. Course withdrawal with grade W via the online system is set for **July 20 – September 25, 2020.**

c. In course withdrawal with grade W via the online system, students have to follow up with the advisor's decision and should expect the result to be in within 5 business days after submitting your request to the system.

#### 4.3 Late - enrollment

Students who have not completed the pre-enrollment can enroll in courses via the Internet **during July 4-12, 2020**. 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 July 20-31, 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 July 4-17, 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 July 20-31, 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 July 20, 2020 onward.

### 6. Payment of Tuition Fees

#### 6.1 Pay by cash during July 20-24, 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 SCB).

In this case, the student must have a deposit in bank account more than the amount to be paid and will be charged for service. 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.

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

6.4 **Pay through 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 First Semester of Academic Year 2020 **on July 31, 2020 at 16.30 hrs.**, all the data on course enrollment of 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 August 5, 2020 onward.

Announcement published for public acknowledgement.

On May 12, 2020

(Asst. Prof. Weenun Bundithya)  
Director of the Registration Office