

**Late Tuition Fee Payment, Late Course Enrollment, Late Course adding,
Late Section Changing, Enrollment for Grade V
and Changing grade V to normal enrollment for graduate courses
for Summer session of Academic year 2020
(For Graduate students)**

Late Tuition Fee Payment

Student can make the tuition fee payment for summer session of academic year 2020 during May 3-7, 2021. In case of unable to pay during that time, student can make the late tuition fee payment with fine during May 11-14, 2021 as the step follows,

1. Logging into the registration system (For Graduate student) with CMU Account at <https://www1.reg.cmu.ac.th/webreg/th/graduate?T=U>
2. Select “Menu”
3. Select “Late Tuition Fee Payment with Fine”
4. Check the fine result and scan the QR Code at right of the screen to pay tuition fee with fine. (The tuition fee with fine must be paid on the login date only)

* If the tuition fee is incomplete or done after May 14, 2021, Course enrollment will be cancelled and become invalid.

Late Course Enrollment

Student can enroll in courses of summer session of academic year 2020 during April 20-25, 2021. In case of unable to enroll during that time, student can make the late course enrollment with fine (100 baht per day) during May 3-14, 2021 as the step follows,

1. Print out the CMR 42 (Course Registration Request Form) for summer session at <https://www1.reg.cmu.ac.th/web/reg-files/reg-cmr42.pdf>
2. Fill out the form and request for approval from the instructor / course’s responsible instructor and advisor.
3. Submit CMR 42 to the Registration Office by e-mail to thidawan@reg.cmu.ac.th
4. The Registration Office will process the late-enrollment and inform the amount of tuition fee with fine by e-mail. (The tuition fee with fine must be paid on the notify date only)

5. Student make the tuition fee with fine payment by bank transfer into the **Chiang Mai University's Siam Commercial Bank account number 667-3009714 มช.(52-เงินรายได้)**

6. Student send the copy of the transfer receipt to the Registration Office e-mail to thidawan@reg.cmu.ac.th within the same day.

* If the tuition fee is incompleted or done after May 14, 2021, Course enrollment will be cancelled and become invalid.

Late course adding

Student can add the course of summer session of academic year 2020 via internet during April 20-25, 2021 and adding course by responsible department during April 26-29, 2021. In case of unable to add during that time, student can make the late course adding during May 3-14, 2021 as the step follows,

1. Print out the CMR 44 (Request Form for Late Class Adding) at

https://www1.reg.cmu.ac.th/web/reg-files/FormLateAddClass_Reg.pdf

2. Fill out the form and request for approval from the instructor / course's responsible instructor and advisor.

3. Submit the CMR 44 to the Registration Office by e-mail to pongsakorn_sk@reg.cmu.ac.th

4. The Registration Office will process the late course adding and inform the result by e-mail.

5. For student must pay additional credit fee for course adding by bank transfer into the **Chiang Mai University's Siam Commercial Bank account number 667-3009714 มช.(52-เงินรายได้)** and send the copy of the transfer receipt to the Registration Office e-mail to pongsakorn_sk@reg.cmu.ac.th within the same day.

Late section changing

Student can change the course section for summer session of academic year 2020 via the internet during April 20-25, 2021 and process through course adding by responsible department during April 26-29, 2021. In case of unable to request for changing during that time, student can make the late section changing during May 3-14, 2021 as the step follows,

1. Print out the Late Section Change form at https://www1.reg.cmu.ac.th/web/reg-files/FormLateSecChange_Reg.pdf
2. Fill out the form and request for approval from the instructor / course's responsible instructor and advisor.
3. Submit the Late Section Change form to the Registration Office by e-mail to thidawan@reg.cmu.ac.th
4. The Registration Office will process the section changing and inform the result by e-mail.

Enrollment for Grade V

Enrollment for Grade V of summer session of academic year 2020 during May 10-11, 2021 as the step follows,

1. Fill out the information of enrollment for Grade V via registration system (CMR 46 visiting form)
2. Print out the form and request for approval from the advisor, instructor and the head of department.
3. Submit the form of request for Grade V to the Registration Office by e-mail to thidawan@reg.cmu.ac.th
4. The Registration Office will process the enrollment for Grade V and inform the result by e-mail.

Changing grade V to normal enrollment for graduate courses

Changing grade V to normal enrollment for graduate courses of summer session of academic year 2020 during May 10-14, 2021 as the step follows,

1. Print out the general request form from faculty and fill out the information with adviser and lecturer approval.
2. Attach the request form and original enrollment for Grade V (CMR 46 visiting form)
3. Sent the form to the Registration Office by e-mail to thidawan@reg.cmu.ac.th
4. The Registration Office will process the changing grade V to normal enrollment for graduate courses and inform the result by e-mail.