

## Registration Schedule & Registration Instructions

**MUST READ CAREFULLY. For any questions, please contact the B.E. program in person or at [lanlida@econ.tu.ac.th](mailto:lanlida@econ.tu.ac.th)**

### Registration and Semester 1/2020 Schedule

Activities	Time Period
Pre- Registration period (BE Portal)	July 13 – 15, 2020
Registration period (Reg TU)	July 28 - 31, 2020
Tuition payment period	July 30 - August 3, 2020
First day of class for Semester 2/2019	August 10, 2020
Add-drop period	August 10 - 23, 2020
Tuition payment period	August 10 - 24, 2020
Mid-term Examination Period	September 28 - October 3, 2020
Withdrawal period with “W” on record	October 12 - November 15, 2020
Last day of class for Semester 2/2019	November 28, 2020
Final exam period	November 30 - December 16, 2020

### Pre – Registration (BE-Portal), Registration (Reg TU) and Fee Payment Schedule for Semester 1/2020

Student ID	Pre – Registration (BE-Portal)	Registration (Reg TU)	Fee Payment
60xx	Monday, July 13, 2020 9 AM – 11.59 PM	Tuesday, July 28, 2020 9 AM – 11.59 PM	July 30 - August 3, 2020 At any Krungthai Bank's service counter.
61xx	Tuesday, July 14, 2020 9 AM – 11.59 PM	Wednesday, July 29, 2020 9 AM – 11.59 PM	
62xx	Wednesday, July 15, 2020 9 AM – 11.59 PM	Thursday, July 30, 2020 9 AM – 11.59 PM	
63xx		Friday, July 31, 2020 9 AM – 11.59 PM	

## Pre - Registration (BE Portal) Instructions

1. Pre-Register (BE-Portal) is a survey for students demand for courses.
2. The online pre - registration via BE portal website (<http://be-portal.econ.tu.ac.th/>) will be officially accessible from 9.00am of July 13 to 23.59pm of July 15.
3. Students must carefully check for course codes, time tables, as well as the examination dates provided in the "INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER 1/2020" in BE-Moodle.
4. Students must carefully check the prerequisites for courses. If the students have not completed the prerequisites the system will automatically cancel your registration.
5. Pre-Register ( BE-Portal) IS NOT a confirmation for course registration. Students have to register again on office of registrar system ([www.reg.tu.ac.th](http://www.reg.tu.ac.th))
6. For any courses with 2 or 3 sections with same schedule. The section can be chosen during the registration on [www.reg.tu.ac.th](http://www.reg.tu.ac.th) but **NOT** on BE-portal.
7. **THERE IS SEAT QUOTA in any courses.** Student will be registered on the first-comes first-served. In any cases, B.E. reserves the right to cancel any registration beyond the quota.
8. Plan carefully before register via BE-Portal. Check carefully before confirming your registration online. **DO NOT RUSH.**
9. **DO-NOT** register for classes that you do not intend to register.
10. Student in special cases including (1.) outbound exchange students whose exchange study's transcripts have not been updated in [reg.tu.ac.th](http://reg.tu.ac.th) before the pre-registration period, (2.) students who want to Audit courses, must also successfully proceed the pre-registration to reserve seats and need to submit request forms via Google form on BE-Moodle. All request forms must be submitted on BE Moodle not later than **Sunday, July 19, 2020**
11. Students who have any registering problems other than aforementioned, for example financial shortage, overlapped schedule or any failure to register any courses and wish to be specifically considered must submit the request form via Google form on BE-Moodle not later than **Sunday, July 19, 2020**

**\*\*The program will not be responsible for any delays or requests that fail to attach the required documents. \*\***

- Procedure of consideration

The requests will be individually considered. Any declines or approvals are based on the meticulous consideration. The program will be announcing those names who have been approved on BE-Moodle.

- Students whose requests are approved will be automatically reserved quotas on [reg.tu.ac.th](http://reg.tu.ac.th). On the registration date, the students must register all pre-registered courses (same courses as they pre-registered via BE Portal) and add the approved courses on the registration date.

12. We strongly suggest that you take the time to read the Online Registration Manual carefully.

## Registration (Reg TU) Instructions

1. Students must carefully check their intend-to-register courses, time tables as well as the relevant examination dates which are all provided in the 'INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER 1/2020' in BE-Moodle.
2. The online registration via university website ([www.reg.tu.ac.th](http://www.reg.tu.ac.th)) will be officially accessible from 9.00am to 23.59pm
3. Students must complete all prerequisites required for the courses.
4. Do not leave selected course(s) in the table on the registration page if you do not intend to choose them.
5. Payment can be made in cash by submitting an invoice with barcode at any Krungthai Bank service counter. Krungthai Bank will report your payment to the B.E. office. Students don't have to deliver the transfer slip to the B.E. office.
6. Students are allowed to register only on the date corresponding to those announced by the office. The confirmation of their registration are final, hence, cannot be revised or edited. Any changes are possible again during the Add-Drop period.
7. Any students fail to make the payment in time specified by the office are subject to the cancellation of all courses registered. The students will need to register again during the Add-Drop period and are subject to a fine of THB45 per day for not being able to register in time.
8. We strongly suggest that you take the time to read the Online Registration Manual carefully.

## Cautions (MUST READ)

1. In each semester, students MUST register EE-titled courses and/or General Education courses section 1-2/ TU-titled courses/ compulsory courses more than a half of the courses in each semester.  
**\*\*\* Exception:** Under special circumstances, fourth year students can request for approval of the violation of this restriction. The following documents must be submitted to B.E. office:
  - General Request Form in which descriptive reasons and supervisor's approval are necessary
  - Request for of Degree Conferring and and Transcript.
2. Students are not allowed to register EE211, EE212, EE311 and EE312 simultaneously. Students must register only one of these courses in each semester.

## Add-Drop Process

1. Add-Drop period is normally the first two weeks of each semester (from 9.00am of August 10 to 23.59pm of August 23).

2. Students can edit the list of courses registered during the add-drop period (as long as the courses are available). If the students already confirm the change, any further editing cannot be proceeded unless the payment had been made.

3. If students had already added and confirm the change but wish to withdraw the added courses, students must pay the relevant fees to be able to withdraw the course.

4. Students who wish to change the section (for example from EE211 section/group 1 to section/group 2) MUST SUBMIT the request form to the office during the Add-Drop period. DO NOT CHANGE SECTION BY YOURSELF. Note that the change can be done only when there is/are seat(s) available.

## Withdrawal (Drop W)

1. For the course that announces the midterm exam score before November 15, 2020, students can **withdraw** (Drop W) from the courses via Office of Registrar system ([www.reg.tu.ac.th](http://www.reg.tu.ac.th)) during October 12 – November 15, 2020.

**Cautions!!!** Important for **withdrawal** (Drop W) via Office of Registrar system ([www.reg.tu.ac.th](http://www.reg.tu.ac.th))

- 1) Students need to click "**confirm**" **twice!!!!** to withdraw from any course; otherwise student would still be listed in the course and likely to get **F** unwittingly.
- 2) After the process is completed, follow the steps below;
  - I. Log off from the system and log on again to verify the **withdrawal** (Drop W) result in the page "Registration Result"
  - II. Print out the withdrawal result (Drop W) from the page "Registration Result" and keep it as evidence.

2. For the courses that announce the midterm exam score after November 15, 2020, if students would like to ask for **late withdraw** (Drop W), students have to make a request to B.E. Office with the following documents.

- 1) **Request Form for Course Withdrawal**; available for download on BE-Moodle in the folder "Downloadable Forms This form must be approved by students' academic advisor. The date of midterm score announcement and the score in every course must be specified in the form.
- 2) **Academic Record** (printed from Office of Registrar system [www.reg.tu.ac.th](http://www.reg.tu.ac.th))

**Note: After the add-drop period and after drop-W period, students must re-check their registered courses to make sure that you are listed on all classes you intend to take the final exam. If you find any mistake, contact B.E. office immediately.**

## Submitting Forms for Degree Conferral

\* Students who are going to graduate in semester 1/2020, please submit the degree conferring form by August 10 – 24, 2020

\*For any questions about registration, please contact P'kaew, B.E. Academic Coordinator at [lanlida@econ.tu.ac.th](mailto:lanlida@econ.tu.ac.th)



**B.E. International Program**