



# B.E. International Program

Faculty of Economics, Thammasat University



## 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 S/2018 Schedule

Activities	Time Period
Pre - Registration period At <a href="http://www.be-portal.econ.tu.ac.th">www.be-portal.econ.tu.ac.th</a>	May 8 - 10, 2019
Tuition payment period (EE551&EE561) <b>**52,000 baht**</b>	May 8 - 10, 2019 Kasikorn Bank (Thammasat University, Tha Prachan Branch) Account Number: 645-2-03177-7
Registration period at <a href="http://www.reg.tu.ac.th">www.reg.tu.ac.th</a>	May 21 - 23, 2019
Tuition payment period	May 21 - 24, 2019 (At any Kasikorn Bank's service counter.)
First day of class for Semester S/2018	June 10, 2019
Add-drop period	June 10 - 17, 2019
Tuition payment period	June 10 - 18, 2019
Mid-term Examination Period	July 4 - 5, 2019
Withdrawal period with "W" on record	July 10 - 15, 2019
Last day of class for Semester S/2017	August 2, 2019
Final exam period	August 5 - 6, 2019

## Registration and Fee Payment Schedule for Semester S/2018

Student ID	Registration (BE-Portal)	Fee Payment (EE551&EE561)	Registration (Reg TU)	Fee Payment
58xx-59xx	Wednesday, May 8, 2019 9 AM – 11.59 PM	<b>May 8 - 10, 2018</b> **52,000 Baht**	Tuesday, May 21, 2019 9 AM – 11.59 PM	May 21 - 24, 2019 At any Kasikorn Bank's service counter.
60xx	Thursday, May 9, 2019 9 AM – 11.59 PM	Kasikorn Bank (Thammasat University,	Wednesday, May 22, 2019 9 AM – 11.59 PM	
61xx	Friday, May 10, 2019 9 AM – 11.59 PM	Tha Prachan Branch) Account Number: 645-2-03177-7	Thursday, May 23, 2019 9 AM – 11.59 PM	

### Understand “Pre-registration” and “Registration”

- Student registration will be considered a “complete” registration only if the students have successfully pre-registered via BE Portal and registered via reg.tu.ac.th on the date corresponding to those announced by the program.
- Pre-registration must be proceeded the same way with registration on reg.tu.ac.th. All students are required to (1.) pre-register via BE Portal in order to reserve quotas for the particular courses during May 8 - 10, 2019 and (2.) register via reg.tu.ac.th to confirm their registration during May 21 - 23, 2019. and make payment during May 21 - 24, 2019.
- Student who have successfully pre-registered via BE Portal will be reserved quotas for the particular courses on reg.tu.ac.th. And on the registration day, students must repeat the whole process again on reg.tu.ac.th to print the payment bills.

### Pre - Registration (BE Portal) Instructions

1. The online pre - registration via BE portal website (<http://be-portal.econ.tu.ac.th/>) will be officially accessible from 9.00am of May 8 to 23.59pm of May 10.
2. Students must carefully check for course codes, time tables, as well as the examination dates provided in the “SUMMER SESSION/2018 COURSE OFFERING AND ALL RELEVANT INFORMATION” in BE-Moodle.
3. Students must carefully check the prerequisites for courses. If the students have not completed the prerequisites the system will automatically cancel your registration.
4. 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))
5. The class quota is 60. ***EXCEPT EE551&EE561 (only 32 seats) and EE391/EE366 (only 20 seats)***, and 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.
6. Plan carefully before register via BE-Portal. Check carefully before confirming your registration online. DO NOT RUSH.
7. DO-NOT register for classes that you do not intend to register.

8. Students who would like to register courses that require instructor's consent must submit (i.) General Request Form (with advisor's and instructor's approval) and (ii.) Transcript (printed from reg.tu.ac.th) **by Monday, May 13, 2019.**
9. We strongly suggest that you take the time to read the Online Registration Manual carefully.
10. Students who fail to pre-register via BE-Portal during their assigned pre-registration periods will not be able to register on reg.tu.ac.th until Add-Drop period. Also, 45 baht late registration fee will be applied on registration during Add-Drop period.

### **Registration (Reg TU) Instructions**

1. The online registration via university website ([www.reg.tu.ac.th](http://www.reg.tu.ac.th)) will be officially accessible from 9.00 of May 21 to 23.59 of May 23, 2019
2. Students must complete all prerequisites for courses.
3. Do not leave selected course(s) in the table on the registration page if you do not intend to choose them.
4. Payment can be made in cash by submitting an invoice with barcode at any Kasikorn Bank service counter. Kasikorn Bank will report your payment to the B.E. office and students need not deliver the transfer slip to the B.E. office.
5. Students are allowed to register only the date corresponding to those announced by the program. The confirmations of their registrations are final, hence, cannot be revised or edited. Any changes are possible again during the Add-Drop period.
6. Any students fail to make the payment in time, specified by the program will be subjected to the cancellation of all courses registered. The students will need to register again during the Add-Drop period and will be subjected to a fine of THB45/day for not being able to register in time.

Note that courses that can be registered are only those with available seats left, the program will not be responsible if the intended to registered courses are full.

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

### **Add-Drop Process**

1. Add-Drop period is normally the first weeks of semester for summer (from 9.00am of June 10 to 23.59pm of June 17, 2019).
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.

## Withdrawal (Drop W)

For the course that announces the midterm exam score before July 15, 2019, 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 July 10 – 15, 2019.

**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.

**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.**

For any questions about registration, please contact Khun Lanlida Vitayakaseat, B.E. Academic Coordinator at [lanlida@econ.tu.ac.th](mailto:lanlida@econ.tu.ac.th).



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