



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 patcharapim@econ.tu.ac.th

Registration and Semester 2/2016 Schedule

| Activities | Time Period |
|--|--------------------------------|
| Pre- Registration period (Via BE Portal) | November 8 - 10, 2016 |
| Registration period (Via Reg TU) | November 28 – December 1, 2016 |
| Tuition payment period | November 28 – December 2, 2016 |
| First day of class for Semester 2/2016 | January 16, 2017 |
| Add-drop period | January 16 - 30, 2017 |
| Tuition payment period | January 16 - 31, 2017 |
| Mid-term Examination Period | March 6 – 11, 2017 |
| Withdrawal period with “W” on record | March 22 - 27, 2017 |
| Last day of class for Semester 2/2016 | May 13, 2017 |
| Final exam period | May 15 – 29, 2017 |

Pre – Registration (via BE-Portal), Registration (via Reg TU) and

Fee Payment Schedule for Semester 2/2016

| Student ID | Pre – Registration (BE-Portal) | Student ID | Registration (Reg TU) | Fee Payment |
|------------|--------------------------------|------------|-----------------------|--|
| 56-59xx | Nov 8 – 10, 2016 | 56xx | Nov 28 | Nov 28 – Dec 2, 2016 At any Kasikorn Bank’s service counter. |
| | | 57xx | Nov 29 | |
| | | 58xx | Nov 30 | |
| | | 59xx | Dec 1 | |

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 November 8 to 23.59pm of November 10.
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 2/2016” 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)
6. For any courses with 2 sections (except EE460). The section can be chosen during the registration on www.reg.tu.ac.th but NOT on BE-portal.
7. THERE IS NO SEAT QUOTA in any courses EXCEPT IS201 (only 30 seats) and EE460 (only 60 seats) For these 2 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.

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 2/2016’ in BE-Moodle.

2. The online registration via university website (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 Kasikorn Bank service counter. Kasikorn 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 i.e. AC201, FN201, ST216, ST217, MA216, MA217 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 16 to 23.59pm of August 30).

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 March 27, 2017, students can *withdraw* (Drop W) from the courses via Office of Registrar system (www.reg.tu.ac.th) during March 22 - 27, 2017.

Cautions!!! Important for *withdrawal* (Drop W) via Office of Registrar system (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 March 27, 2017, 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)

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 plan to graduate should submit request forms at the B.E. office within the first two weeks of the regular semester or the first week of summer session.

For any questions about registration, please contact Miss Patcharapim Vitayakaseat, B.E. Academic Coordinator at patcharapim@econ.tu.ac.th

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