

## Registration Schedule & Instructions

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

### Registration and Semester 1/2021 Schedule

	Activities	Time Period
<b>BE Portal</b> ( <a href="http://be-portal.econ.tu.ac.th/">http://be-portal.econ.tu.ac.th/</a> )	Pre- Registration period (EE Courses)	April 5, 7 - 8, 2021
	Pre- Registration period (Non-EE Courses)	June 24 – 25, 28, 2021
<b>Reg TU (Registration) &amp; TU Greats App (Payment)</b>	Registration period (ID.61-63)	July 6 – 8, 2021 <i>(9 AM - 10.30 PM)</i>
	Registration period (ID.64)	August 2, 2021 <i>(9 AM - 10.30 PM)</i>
	Tuition payment period (ID.61-63)	July 9 – 11, 2021
	First day of class for Semester 1/2021	August 9, 2021
	Add-drop period	August 16 - 19, 2021 <i>(August 16 from 9 AM – August 19 until 10.30 PM)</i>
	Tuition payment	August 20 – 22, 2021
<b>Key Activities Calendar</b>	Mid-term Examination Period	September 26 - October 3, 2021
	Withdrawal period with “W” on record (Reg TU)	October 11 - November 15, 2021
	Last day of class for Semester 1/2021	November 27, 2021
	Final exam period	November 29-3, December 1-3, 7-9, 11-17, 2021

### Schedule for BE portal (non-EE), assigned by date and time.

BE- Portal ( <a href="http://be-portal.econ.tu.ac.th/">http://be-portal.econ.tu.ac.th/</a> )	Date / Time			
		09.00-11.00	12.00-14.00	15.00-17.00
Regular pre-registration (Non – EE)	June 24 <sup>th</sup> (ID61)	FN&MK (ID61)	Free-cluster (ID61)	all (ID61)
	June 25 <sup>th</sup> (ID62)	FN&MK (ID62)	Free-cluster (ID62)	all (ID62)
	June 28 <sup>th</sup> (ID63 + Unspecified minor; all IDs)	FN&MK (ID63)	Free-cluster (ID63)	all ID63 + unspecified minor (all IDs)
Waiting list request	June 29 <sup>th</sup> (All IDs)	<b>09.00 AM – 12.00 PM</b>		
		<ul style="list-style-type: none"> <li>- Up to 2 subjects</li> <li>- Approval is based on the following criteria: year, minor, and proper incoming timestamp.</li> <li>- Request is editable after your submission, but the incoming timestamp will be changed.</li> </ul>		
Confirm your approved waiting list	June 30 <sup>th</sup> (All IDs)	<b>09.00 AM – 12.00 PM</b>		
		<ul style="list-style-type: none"> <li>- Confirmation of your approved waiting list is required; failure to confirm is deemed to release the course.</li> </ul>		
Add & Drop all courses (EE and non-EE)	July 1 <sup>st</sup> (All IDs)	<b>13.00 PM – 17.00 PM</b>		
		<ul style="list-style-type: none"> <li>- Final round of pre-registration; you can drop and add any courses, <b>both EE and non-EE.</b></li> <li>- If you want to revise your plan across semester, keep in mind that the granted quota/seats for the next semester will be fixed.</li> <li>- If you miss the regular pre-registration, you can do it now.</li> </ul>		

### Registration (Reg TU) and Fee Payment Schedule

Student ID	Registration (Reg TU)	Fee Payment
61xx	Tuesday, July 6, 2021 09.00 AM – 10.30 PM	July 9 – 11, 2021 via TU Greats App <i>(July 9 from 9 AM – July 11 until 10.30 PM)</i>  **ID64xxx, not need paying fees
62xx	Wednesday, July 7, 2021 09.00 AM – 10.30 PM	
63xx	Thursday, July 8, 2021 09.00 AM – 10.30 PM	
64xx	Monday, August 2, 2021 09.00 AM – 10.30 PM	

## 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 1/2021' on BE-Moodle.
2. The online registration via the Office of the Registrar website ([www.reg.tu.ac.th](http://www.reg.tu.ac.th)) will be officially accessible from 09.00am to 10.30pm
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 via TU Greats Application.
6. Students are allowed to register only on the date corresponding to those announced by the office. The confirmation of their registration is 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 Form for Degree Conferring 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 regular semester (from 09.00am of August 16 to 10.30pm of August 19).
2. Students can edit the list of courses registered during the add-drop period (as long as the courses are available). If the students 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)

The B.E. academic calendar defines the Drop-W period for semester 1/2021 as between **October 11 – November 15, 2021**). During this time, students may drop courses through the Reg-TU online system ([www.reg.tu.ac.th](http://www.reg.tu.ac.th)) no printed request form or instructor approval is required.

Note: The deadline on November 15<sup>th</sup> is final. Students who miss the deadline will be required to sit for the final exam. No special withdrawal (Drop W) request can be considered

**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 1/2021, please submit the Degree Conferring Form (downloadable via BE Moodle) by August 9 - 22, 2021

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



**B.E. International Program**