

## Registration Schedule & Registration Instructions

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

### Registration and Semester 1/2023 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 (Non-EE Courses)	June 20 – 30, 2023
<b>Registration &amp; Payment (Via TU Greats App)</b>	Create Plan from Quota via TU Greats App (ID.63-65) *Same Course as BE Portal	July 9, 2023
	Registration period (ID.63)	July 12, 2023
	Registration period (ID.64)	July 13, 2023
	Registration period (ID.65)	July 14, 2023
	Tuition Fee Payment Period	July 10 – August 11, 2023 <i>(9 AM - 10.30 PM)</i>
	Create Plan from Quota via TU Greats App (ID.66)	August 1 - 9, 2023
	Registration period (ID.66)	August 10, 2023
	First day of class for Semester 1/2023	August 15, 2023
	Add-drop period	August 15 - 28, 2023 <i>(from 9.00 AM of August 15 to 10.30 PM of August 28)</i>
	Tuition Fee Payment Period	August 15 - 29, 2023 <i>(9 AM - 10.30 PM)</i>
<b>Key Activities Calendar</b>	Mid-term Examination Period	October 1 – 7, 2023
	Withdrawal period with “W” on record	September 4 – October 22, 2023 <i>(from 9.00 AM of September 4 to 10.30 PM of October 22)</i>
	Last day of class for Semester 1/2023	December 4, 2023
	Final exam period	December 12 – 23, 2023

### 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			
	Regular pre-registration (Non - EE)		<b>09.00-11.00</b>	<b>12.00-14.00</b>
June 20 (ID63)		FN&MK (ID63)	Free-cluster (ID63)	all (ID63)
June 21 (ID64)		FN&MK (ID64)	Free-cluster (ID64)	all (ID64)
June 22 (ID65)		FN&MK (ID65)	Free-cluster (ID65)	all (ID65) + Unspecified minor; all IDs)
Waiting list request	June 23 (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 29 (All IDs)	<b>13.00 PM - 15.00 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)	June 30 (All IDs)	<b>13.00 PM - 15.00 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 miss the regular pre-registration, you can do it now.</li> </ul>		

### Registration and Fee Payment Schedule

#### Via TU Greats App

Student ID	Registration (Reg TU)	Fee Payment
63xx	Wednesday, July 12, 2023 9 AM – 10.30 PM	<b>July 10 – August 11, 2023</b> via TU Greats App (9 AM - 10.30 PM)
64xx	Thursday, July 13, 2023 9 AM – 10.30 PM	
65xx	Friday, July 14, 2023 9 AM – 10.30 PM	
66xx	Thursday, August 10, 2023 9 AM – 10.30 PM	

## Registration (TU Greats App) 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 REGISTRATION, SEMESTER 1/2023 in BE-Moodle.

2. The online registration via university via TU Greats Application.

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 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 on August 15 - 28, 2023 (from 9.00am of August 15 to 10.30pm of August 28, 2023).
2. Students can edit the list of courses registered during the add-drop period (as long as the courses are available).
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 EE311 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 1/2023 as between October 24 – September 20, 2023. (from 9.00am of October 24 to 10.30pm of September 20). 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 any longer.

## Submitting Forms for Degree Conferral

\* Students who are going to graduate in semester 1/2023, please submit the degree conferring form by August 15 – 28, 2023

\*For any questions about registration, the curriculum or the degree conferring, please contact B.E. Academic Coordinator at [be\\_academic@econ.tu.ac.th](mailto:be_academic@econ.tu.ac.th)



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