



B.E. International Program

Faculty of Economics, Thammasat University



Registration Schedule & Registration Instructions

**Please read carefully. For any questions, please contact the B.E. program in person
or at patcharapim@econ.tu.ac.th**

Registration and Semester S/2016 Schedule

Activities	Time Period
Registration period (Reg TU)	May 4 - 5, 2017
Tuition payment period	May 4 - 8, 2017
First day of class for Semester S/2016	June 5, 2017
Add-drop period	June 5 – 12, 2017
Tuition payment period	June 5 – 13, 2017
Mid-term Examination Period	June 29 – 30, 2017
Withdrawal period with “W” on record	July 5 – 10, 2017
Last day of class for Semester S/2016	July 29, 2017
Final exam period	July 31 – August 2, 2017

Registration (Reg TU) Instructions

1. Students must carefully check their intended to registered courses, time tables as well as the relevant examination dates which are all provided in the 'INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER S/2016' in BE-Moodle.

2. The online registration via university website (www.reg.tu.ac.th) will be officially accessible from 9.00 of May 4 to 23.59 of May 5

3. Students must complete all prerequisites for 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 and students need not deliver the transfer slip to the B.E. office.

6. 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.

7. 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.

8. 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 5 to 23.59pm of June 12, 2017).

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.

2. 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 10, 2017, students can **withdraw** (Drop W) from the courses via Office of Registrar system (www.reg.tu.ac.th) during July 5 – 10, 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.

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 Patcharapim Vitayakaseat, B.E. Academic Coordinator at patcharapim@econ.tu.ac.th.

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