

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**

Registration and Semester 2/2023 Schedule

	Activities	Time Period
BE Portal (http://be-portal.econ.tu.ac.th/)	Pre- Registration period (Non-EE Courses)	November 14 – 17, 2023
Registration & Payment (Via TU Greats App)	Create Plan from Quota via TU Greats App (ID.63-66) *Same Course as BE Portal	December 15 – 16, 2023
	Registration period (ID.63)	December 18, 2023
	Registration period (ID.64)	December 19, 2023
	Registration period (ID.65)	December 20, 2023
	Registration period (ID.66)	December 21, 2023
	Tuition Fee Payment Period	December 18, 2023 – January 5, 2024 <i>(9 AM - 10.30 PM)</i>
	First day of class for Semester 2/2023	January 8, 2024
	Add-drop period	January 8 – 21, 2024 <i>(from 9.00 AM of January 8 to 10.30 PM of January 21)</i>
Tuition Fee Payment Period	January 8 – 22, 2024 <i>(9 AM - 10.30 PM)</i>	
Key Activities Calendar	Mid-term Examination Period	February 25, 27 – 29 to March 4, 2024
	Withdrawal period with “W” on record	January 24 – March 17, 2024 <i>(from 9.00 AM of January 24 to 10.30 PM of March 17)</i>
	Last day of class for Semester 2/2023	May 4, 2024
	Final exam period	May 7 – 21, 2024

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

BE- Portal (http://be-portal.econ.tu.ac.th/)	Date / Time			
	Regular pre-registration (Non - EE)		09.00-11.00	12.00-14.00
Nov 14 (ID63)		FN&MK (ID63)	Free-cluster (ID63)	all (ID63)
Nov 15 (ID64)		FN&MK (ID64)	Free-cluster (ID64)	all (ID64)
Nov 16 (ID65)		FN&MK (ID65)	Free-cluster (ID65)	all (ID65)
	Nov 17 (ID66)	FN&MK (ID66)	Free-cluster (ID66)	all (ID66) + Unspecified minor; all IDs)
Waiting list request	Nov 21 (All IDs)	09.00 AM - 12.00 PM		
		<ul style="list-style-type: none"> - Up to 2 subjects - Approval is based on the following criteria: year, minor, and proper incoming timestamp. - Request is editable after your submission, but the incoming timestamp will be changed. 		
Confirm your approved waiting list	Nov 27 (All IDs)	13.00 PM - 15.00 PM		
		<ul style="list-style-type: none"> - Confirmation of your approved waiting list is required; failure to confirm is deemed to release the course. 		
Add & Drop all courses (EE and non-EE)	Nov 29 (All IDs)	13.00 PM - 15.00 PM		
		<ul style="list-style-type: none"> - Final round of pre-registration; you can drop and add any courses, both EE and non-EE. - If you miss the regular pre-registration, you can do it now. 		

Registration and Fee Payment Schedule

Via TU Greats App

Student ID	Registration (Reg TU)	Fee Payment
63xx	Monday, December 18, 2023 9 AM - 10.30 PM	December 18, 2023 - January 5, 2024 via TU Greats App (9 AM - 10.30 PM)
64xx	Tuesday, December 19, 2023 9 AM - 10.30 PM	
65xx	Wednesday, December 20, 2023 9 AM - 10.30 PM	
66xx	Thursday, December 21, 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 REGITERATION, SEMEATER 2/2023 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. The registered courses are not deleted. Students can make payments during the Add-drop period. (No fines)

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 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 January 8 – 21, 2024 (from 9.00 AM of January 8 to 10.30 PM of January 21).

2. Students can edit the list of courses registered or change the section (for example from EE311 section/group 1 to section/group 2) during the add-drop period (as long as the courses are available) and pay the relevant fees.

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)

The B.E. academic calendar defines the Drop-W period for semester 2/2023 as between January 24 – March 17, 2024 (from 9.00 AM of January 24 to 10.30 PM of March 17). During this time, students may drop courses through the TU Greats App. No printed request form or instructor approval is required any longer.

Submitting Forms for Degree Conferral

Students who are going to graduate in semester 2/2023, please submit the degree conferring form by January 8 – 21, 2024

For any questions about registration, the curriculum or the degree conferring, please contact B.E. Academic Coordinator at be_academic@econ.tu.ac.th.



B.E. International Program