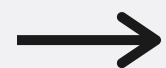


THE BE INTERNATIONAL PROGRAM

Step-by-Step Procedure to Complete
Registration



NEW ENROLLMENT POLICY AND GUIDELINES



As of March 20th |
Revisions after first information session



Key takeaways:

Things to discuss:

Why are we doing all these?

New enrollment process for academic year 2021

Q&A session



Why are we doing all these: Current situations

01

Historical trend does not work

Overestimate /
underestimate in
demand for both EE and
non-EE courses

02

Supply constraint

An implicit constraint =
"at most 2 sections for
non EE-course"

"Less likely to be offered
at the same time"

What is needed?

Better rule & Allocation method!

More info from you

More info to you

Clear Priority rule



B.E. ENROLLMENT PROCESS

NEW system

1 More info from you

EE courses: more flex

**Year-long academic plan
for EE courses (one-year
ahead)**

Non EE-courses: less flex

**Your intended
(declared) minor-area
subject**

2 More info to you

1. Be more explicit about the number of sections, seats cap and lecture schedules in each semester/academic year.
2. Tentative lists of courses regularly offered each year, both EE and Non-EE

3 Clear priority rule

By year --> By minor field

For each given cohort, FN & MK students first choose minor subjects that match with your intended minor. Free-cluster students then can subsequently choose for both FN&MK.

Effective from academic year 2021, the traditional enrollment process through BE portal will be separated into two phases: BE portal EE and BE portal non-EE.



01



BE portal EE

Preregister EE courses
one-year ahead

Default cap = 4 courses

02



BE portal non-EE

Preregister non-EE
courses one-semester
ahead.

Default cap = 3 courses

Students can preregister up to 7 courses in each semester.

Our portal system sets by default that students can choose up to 4 EE courses, and 3 non-EE courses.

If students actually choose EE courses less than 4 subjects in the semester, the default cap for non-EE courses is then relaxed to 4 subjects.



	BE portal EE	BE portal non-EE
Benchmark default	4 subjects	3 subjects
Your selection (automatic)	3 subjects	4 subjects

(you will get one subject added to the cap of your non-EE)



BE portal EE courses

- Prior to the beginning of each academic year, students are required to plan to preregister for EE-courses at the BE portal for **semesters 1, 2 and 3. (Called "BE portal EE")**
 - Logistically, the BE program will announce all relevant information about EE course offerings, lecture schedules, and class quotas on BE Moodle before the preregistration period.
 - **The maximum cap of the EE preregistered courses is set equal to 4 subjects.** (You can choose less than the cap.) In case that more EE courses are needed, file the request to the BE office.
 - We prioritize the allocation of quotas by students' cohort; **as usual, upper-year students choose first.**
 - The amount of preregistration demand will be used to determine the finalized number of sections offered in each semester. **If the total demand does not rise to the level where the second section is needed, we will be offering only one section for the subject.**
 - **Courses with insufficient enrollment will be closed.** Those affected by the revised plan will be given an opportunity to select other courses instead.
 - Students can file the online request for additional quota after the BE portal EE. The approval will be made upon need-based.



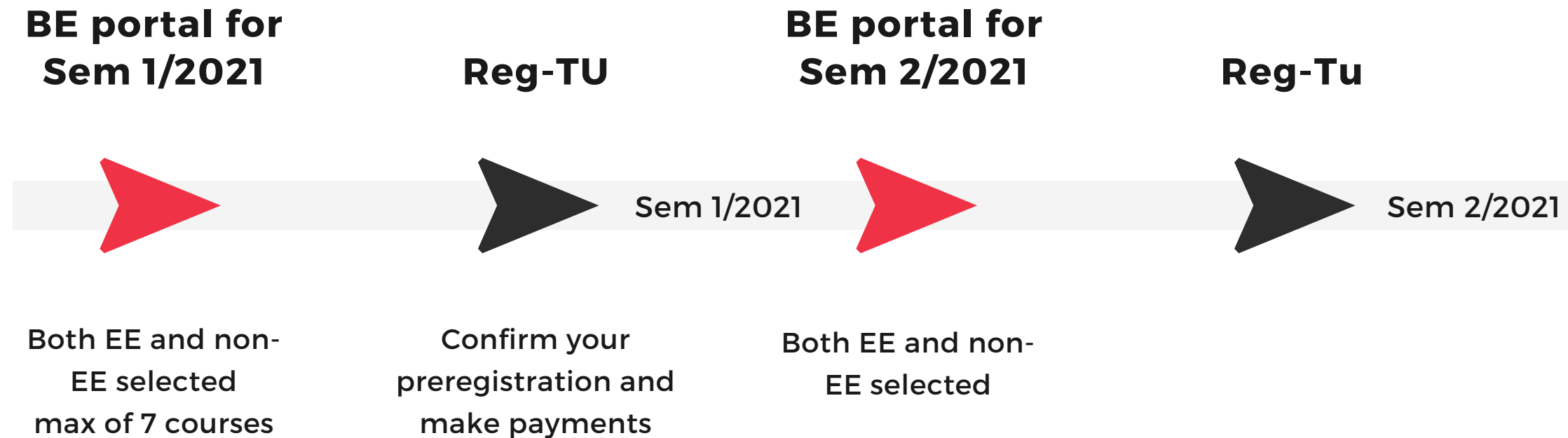
BE portal non-EE courses

- Then, by each semester, students pre-register Non EE courses. (Called "BE portal Non-EE")
 - With your provided information on intended minor area subject, we design the long-term course offering plan could help students smoothly plan their academic enrollment over the 4-year study.
 - The BE program will announce all relevant information about **non-EE course offerings**, lecture schedules, and class quotas on BE Moodle before the preregistration period. (including the instructors)
 - Under the new system, students are prioritized by year and minor subject of study (**year 4 FN & year 4 MK > year 4 free cluster; Year 4 > Year 3**)
 - Students can file the online request for additional quota after the BE portal Non-EE. Your request will be considered upon your needs and your intended/declared minor subject.

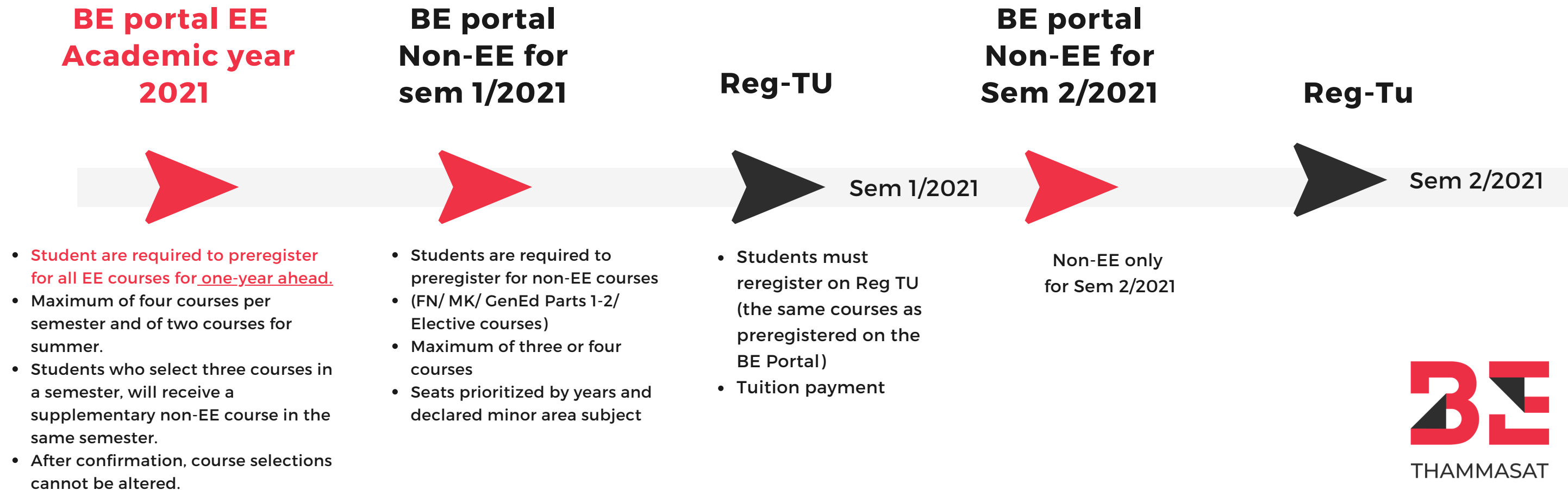
NEW ENROLLMENT PROCESS

Current V.S. NEW

Current system



NEW system Effective on Academic year 2021





“A Three Step Procedure to Complete Registration”

be-portal.econ.tu.ac.th



Step 1

BE portal EE (EE courses)

Maximum of four courses

Declaring minor areas on the BE portal

The BE Program will announce the time window for declaring minor areas before preregistering for non-EE courses.

****Please do not omit this step***

Student priority assigned by year and minor

EE Courses

- Year 4>3>2>1

Non-EE courses

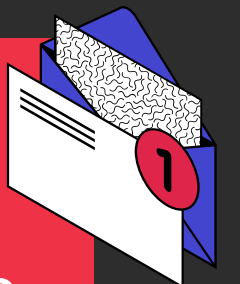
- Year 4>3>2>1
- Minor: Finance and Marketing > free cluster

One-year ahead Preregistering for EE courses (BE portal EE)

- Maximum enrollment is four courses.
- Students who select three EE courses will receive a supplementary non-EE course.
- Preregistration for both semesters cannot be altered after confirmation.

Confirming course preregistration

- After clicking Confirm preregistration, no changes or edits are possible.
- Preregistration confirmation will be sent to the student's academic email address.



Step 2

**BE portal Non-EE
(Non-EE courses)**
Maximum three courses*

Day 1 (Fourth year students)

For Finance & Marketing minors

- Students who minor in **Finance** will only be shown **FNxxx** courses on the BE portal.
- Students must preregister for classes that they intend to take at this stage.



-
- Students who minor in **Marketing** will only be shown **MKxxx** courses on the BE portal.
 - Students must preregister for classes that they intend to take at this stage.

Day 2 (Fourth year students)

For Free Cluster Area

- The BE portal will show only **FNxxx and MKxxx** courses.
- Students must preregister for classes that they intend to take at this stage.



- After clicking Confirm Preregistration, confirmation of pre-enrollment will sent to student academic email addresses.
- **Please be sure that EE courses or GenEd Part 1-2 registered for must amount to over half of enrollment credits for each semester.** If this requirement is not met, it will be impossible to click Confirm.

Day 3 (Fourth year students)

All fourth-year students

- The BE portal will show all non-EE courses (FN, MK, GenEd P.1-2, Elective courses)
- Students who selected courses on a previous day may add a course but not remove, revise, or edit previous choices.

The entire process must be repeated as indicated
Year 4>3>2>1



Step 3

Reg TU System

(confirmation and tuition payment)



TU Registration
System
VISION NET CO., LTD.

Confirming enrollment →

- Confirm preregistered (reserved) courses at the BE portal (EE and non-EE courses)
- Students may choose options for courses with more than one section.

Fee payment →

Tuition fee payment at TU Greats Application



Please note →

- All registration confirmations are final and many not be revised or edited. Changes will be possible during the Add-Drop period.
- **Any student failing to confirm courses on Reg TU or not paying tuition fees** by the time specified by the BE office are subject to **cancellation** of all registered courses. Students will be required to reregister during the Add-Drop period.

TENTATIVE TIMELINE FOR ACADEMIC YEAR 2021*

The BE program will announce all relevant information about **EE course** offerings, lecture schedules, and class quotas on **BE Moodle**.

March 25th

1

APR 5/7/8
BE portal EE

2

APR 5 - 9
- **Online request**
- **Finalized seats/sections offered**
- **Remedial plan for those affected**

3

MAY 11 - 12
Minor declaration

4

TBC
BE portal non-EE

5

TBC
Online request

6

REG-TU
TBC
(July xxx 2021)

The BE program will announce all relevant information about **non-EE course** offerings, lecture schedules, and class quotas on **BE Moodle**.

TBC

Frequently Asked Questions

FAQs



● Why do I have to declare my intended minor subject?

- It is our intention that we collect information of your preference, so that we could best design the long-term course offerings plan and ensure the sufficient amount of minor courses that you can enroll over your 4-year study at the B.E. program.
- Note that it is by no mean to infer that you will be warranted to a seat on any offered minor subject in each particular semester. You are only given the first priority to choose. From our point of view, we believe that the long-term course offering plan is to only envision you with sufficient information that allows you to plan your life smoothly.

● When do I have to declare my intended minor subject?

- Declaring your intended minor is a one-time process. You need to let us know before the second semester of your first year. Students need to commit with your declared minor.
- Student can revise your intended minor area subject once before the second semester of your second year. After that, you have to adhere to your intended plan.
- For current first year student, we will hold a minor field orientation so that you can make a decision on what minor field you plan to take.



FAQs

- Can students register for more than four EE courses?

-To register, please send a request form directly to the BE office. Any acceptances or rejections are based on careful, practical considerations.

- Are students who plan to enroll in exchange programs required to pre-survey for both semesters?

-No. Students must pre-survey only for semesters enrolled in the BE program.

- Can students change or remove courses already pre-surveyed after the BE program announces the name of instructors for each course?

-During the Reg TU period, students may drop courses but not add other courses to replace them. Students may add courses only during the Add & Drop period after the semester begins.

FAQs

- Must students do the pre-survey (reserve) EE courses for every semester?

-No, only reserve once for the whole year. Prior to the beginning of semester 1, students must plan to preregister for EE-courses at the BE portal for both semesters 1 and 2, (and semester 3 if any.)

- Does the new enrollment process apply for the coming summer session?

-No, the new enrollment process will be applied from academic year 2021 onwards. During the upcoming summer session, the previous system (BE Portal & Reg TU) will be used.

- When will all relevant information be posted before registration starts?

-The BE program usually posts all relevant information one week before the pre-survey period. Please visit the BE portal website to explore the system at least three days before the pre-survey period begins.

