

Registration Schedule & Registration Instructions

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

Registration and Semester 2/2020 Schedule

Activities	Time Period
Pre- Registration period (BE Portal)	November 10 – 13, 2020
Registration period (Reg TU)	December 3 - 4 & 7 - 8, 2020
Tuition payment period	December 9 - 14, 2020
First day of class for Semester 2/2019	January 20, 2021
Add-drop period	January 25 - 29, 2021
Tuition payment period	January 30 - February 2, 2021
Mid-term Examination Period	March 10 - 16, 2021
Withdrawal period with “W” on record	March 24 - May 6, 2021
Last day of class for Semester 2/2019	May 19, 2021
Final exam period	May 20 - June 5, 2021

Pre – Registration (BE-Portal), Registration (Reg TU) and Fee Payment Schedule for Semester 2/2020

Student ID	Pre – Registration (BE-Portal)	Registration (Reg TU)	Fee Payment
60xx	Tuesday, November 10, 2020 9 AM – 11.59 PM	Thursday, December 3, 2020 9 AM – 11.59 PM	December 9 - 14, 2020 At any BBL Bank’s service counter.
61xx	Wednesday, November 11, 2020 9 AM – 11.59 PM	Friday, December 4, 2020 9 AM – 11.59 PM	
62xx	Thursday, November 12, 2020 9 AM – 11.59 PM	Monday, December 7, 2020 9 AM – 11.59 PM	
63xx	Friday, November 13, 2020 9 AM – 11.59 PM	Tuesday, December 8, 2020 9 AM – 11.59 PM	

Pre - Registration (BE Portal) Instructions

1. Pre-Register (BE-Portal) is a survey for students demand for courses.
2. The online pre - registration via BE portal website (<http://be-portal.econ.tu.ac.th/>) will be officially accessible from 9.00am of November 10 to 23.59pm of November 13.
3. Students must carefully check for course codes, time tables, as well as the examination dates provided in the "INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER 2/2020" in BE-Moodle.
4. Students must carefully check the prerequisites for courses. If the students have not completed the prerequisites the system will automatically cancel your registration.
5. Pre-Register (BE-Portal) **IS NOT** a confirmation for course registration. Students have to register again on office of registrar system (www.reg.tu.ac.th)
6. For any courses with 2 or 3 sections with same schedule. The section can be chosen during the registration on www.reg.tu.ac.th but **NOT** on BE-portal.
7. **THERE IS SEAT QUOTA in any courses.** Student will be registered on the first-comes first-served. In any cases, B.E. reserves the right to cancel any registration beyond the quota.
8. Plan carefully before register via BE-Portal. Check carefully before confirming your registration online. **DO NOT RUSH.**
9. **DO-NOT** register for classes that you do not intend to register.
10. Student in special cases including (1.) outbound exchange students whose exchange study's transcripts have not been updated in reg.tu.ac.th before the pre-registration period, (2.) students who want to Audit courses, must also successfully proceed the pre-registration to reserve seats and need to submit request forms via Google form on BE-Moodle. All request forms must be submitted on BE Moodle not later than **Monday, November 16, 2020 before 9.00 AM**
11. Students who have any registering problems other than aforementioned, for example financial shortage, overlapped schedule or any failure to register any courses and wish to be specifically considered must submit the request form via Google form on BE-Moodle not later than **Monday, November 16, 2020 before 9.00 AM**

****The program will not be responsible for any delays or requests that fail to attach the required documents. ****

- Procedure of consideration

The requests will be individually considered. Any declines or approvals are based on the meticulous consideration. The program will be announcing those names who have been approved on BE-Moodle.

- Students whose requests are approved will be automatically reserved quotas on reg.tu.ac.th. On the registration date, the students must register all pre-registered courses (same courses as they pre-registered via BE Portal) and add the approved courses on the registration date.

12. We strongly suggest that you take the time to read the Online Registration Manual carefully.

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 2/2020' in BE-Moodle.

2. The online registration via university website (www.reg.tu.ac.th) will be officially accessible from 9.00am to 23.59pm

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 in cash by submitting an invoice with barcode at any Bangkok Bank service counter. Bangkok Bank will report your payment to the B.E. office. Students don't have to deliver the transfer slip to the B.E. office.

6. Students are allowed to register only on the date corresponding to those announced by the office. The confirmation of their registration 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 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 January 25 - 29, 2021 (from 9.00am of January 25 to 23.59pm of January 29).

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.

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 2/2020 as between March 24 - May 6, 2021. During this time, students may drop courses through the Reg-TU online system (www.reg.tu.ac.th) no printed request form or instructor approval is required any longer.

Note: The deadline on May 6 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

Submitting Forms for Degree Conferral

* Students who are going to graduate in semester 2/2020, please submit the degree conferring form by January 20 – February 2, 2021

*For any questions about registration, please contact P'kaew, B.E. Academic Coordinator at lanlida@econ.tu.ac.th



B.E. International Program