



B.E. International Program

Faculty of Economics, Thammasat University



Registration Schedule & Registration Instructions

***** Please read the following information carefully to ensure that students fully comprehend and can follow the instructions correctly. Should students have any questions please contact the BE Office in advance.**

B.E. International Program has revised the registration schedule for Summer Session/2011 as detailed below:

Student I.D.	Registration Period	Tuition Payment Period
51xxxxxxxx	Monday, April 23 rd , 2012; 09.00-23.59 hrs.	April 23 rd - April 27 th , 2012 09.00-20.00 hrs. @ Kasikorn Bank (ATM and Online Transferring are not acceptable)
52xxxxxxxx	Tuesday, April 24 th , 2012; 09.00-23.59 hrs.	
53xxxxxxxx	Wednesday, April 25 th , 2012; 09.00-23.59 hrs.	
54xxxxxxxx	Thursday, April 26 th , 2012; 09.00-23.59 hrs.	

Remarks:

1. The online registration system will be ready on Monday, April 23rd, 2012 at 09.00 a.m.
2. Please check your financial status on registration system in advance before the registration period. If it is showing of debt, please contact the BE office accordingly.
3. Registration will be completed after the payment has been done. Any student who could not follow the above schedule, please contact the BE Office.
4. Students who are not successful in payment by April 27th, 2012 at 20:00 hrs, all of the registered courses will be automatically deleted from the registration system. Students are able to register again during Add-Drop period (June 5th - 11th, 2012) and pay penalty for 45 baht/day counting from June 5th. Please be noted that students might not be able to register for preferred courses in case of the classes are full.

Registration Guideline

1. It is the student responsibility to complete all prerequisites for a given course, if any.
2. Any course with the number of enrolment less than 20 will be automatically CLOSED (Unless announced by the B.E. office).
3. The quota for each course is 60 students per class.
4. Any students, who wish to register as AUDIT, please fill in and submit the request form at the B.E. office before the semester begins. The student can register only when he/she is recommended and allowed by his/her adviser and instructor.
5. Please be noted that students can register for only one time in a roll, any changes after registration confirmation can be done only during Add-Drop period.
Remark: In order to verifying your registration, you have to confirm by clicking confirm on the first page **AND** re-confirm on the second page of the browsers.
6. Do not leave any selected course(s) on the table in registration page in case of students do not want to register or unsuccessful registration processing.
7. The payment can be done in cash by submitting the invoice at Kasikorn Bank then hand in or fax transferring slip and the client part of the invoice to B.E. office at fax number +66 (0)2 224 0150. In case of fax, please follow up that your documents have been arrived correctly via call: +66 (0)2 613 2437-8 or via email: be@econ.tu.ac.th
8. Any students who would like register the course(s) that required the prerequisite(s) as "by lecturer's consent", students are required to complete the request form associated with your recent academic record and submit it to the BE Office by Thursday, April 19th, 2012. After then, we will submit your request to the concerned lecturers for consideration. If approved, you will be notified before your registration date.

Degree Conferring Form Submission

Students who expect to graduate, please submit the degree conferring request form at the BE Office within the first two weeks of the regular semester or the first week of summer session.

Registration and Summer Session/2011 Schedule

Course Registration:	April 23 - 26
Payment:	April 23 - 27
Classes Begin:	June 5
Adding and Dropping Courses W/O Record:	June 5 - 11
Payment:	June 5 - 11
Mid-term Examination Period:	June 20 - 22
Course Withdrawal With "W":	June 27 - 29
Last Day of Classes:	July 27
Final Examination Period:	July 30 - 31